La Sierra Academy

Student Handbook

2026-2027

"Learning, Serving and Achieving through Christ"

ACCREDITED BY:

Western Association of School and Colleges
& Commission on Accreditation
North American Division of Seventh-day Adventists

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4900 Golden Avenue
Riverside, CA 92505
Phone Number: 951-351-1445
Fax Number: 951-689-3708
www.lsak12.com



LA SIERRA ACADEMY
STUDENT HANDBOOK
2026-2027

Welcome to La Sierra Academy! We are a co-educational CC-12, WASC accredited school and a member of the worldwide Seventh-day Adventist school system.

LEARNER EXPECTATIONS (LEs)

"We can do all things in Christ who strengthens us." *Philippians 4:13*

Learning Christians who…

- Demonstrate mastery in core subjects
- Exhibit critical thinking skills
- Meet the UC/State and SDA University entrance requirements
- Maintain a lifelong interest in learning
- Develop technological proficiency and integrity
- Incorporate 21st Century Skills into their personal and professional lives

Serving Christians who…

- Embrace a commitment to local and global communities
- Exhibit environmental responsibility
- Model ethical principles of personal and professional conduct
- Value diversity and individuality with a global perspective

Achieving Christians who…

- Nurture a faith-based relationship with God
- Maintain a balance of their mental, physical, social and spiritual health
- Demonstrate responsible work habits and ethics
- Exhibit leadership skills and the ability to work collaboratively
- Develop vocational awareness leading to successful careers

MISSION STATEMENT

As an Adventist Christian K-12 college preparatory school with a Children's Center, La Sierra Academy serves students from diverse backgrounds by providing the learning opportunities for the acquisition of skills and tools needed to contribute to society, to prepare for life's work, and to flourish spiritually.

MOTTO

Learning, Serving, and Achieving through Christ

PHILOSOPHY

La Sierra Academy aims to provide Christ-centered instruction in a safe environment. The LSA community is eager to join with home, school, and church to nurture our students to be capable and responsible citizens. Our mutual goal is to meet and develop our students' spiritual, mental, physical, and social needs of the students so they may serve God and humanity with passion and excellence.

DIVERSITY, EQUITY AND INCLUSION STATEMENT

We believe that learning occurs best in a connected community. Diversity, equity, and inclusivity are essential to an education in which all members of our community thrive. We are committed to promoting a diverse community that is welcoming and embracing of differences. We are dedicated to advancing equity and engaging our local and global community. All forms of harassment that deliberately infringe upon a student's right to come to school and learn in a positive atmosphere will be immediately addressed and documented by the school.

WASC ACCREDITATION

La Sierra Academy is fully accredited for grade levels K-12 through the Western Association of Schools and Colleges (WASC). WASC accreditation is an ongoing effort to improve the instructional program at La Sierra Academy. There is a functioning WASC Accreditation Committee that meets regularly at the school to determine the progress on the Action Plans from the previous visit, and to plan for the next WASC accreditation visit, which is usually every six years.

HISTORY AND LOCATION

La Sierra Academy is a Seventh-day Adventist community of learning consisting of: The Children's Center (2-5 yrs, TK), Elementary (K-6), Junior High (7-8), and High School (9-12). It is located on an 18-acre plot adjacent to La Sierra University in Riverside, California.

La Sierra Academy was established in 1922 to provide Adventist Christian secondary education. The school grew from a secondary school to a junior college, and later into a four-year liberal arts college, becoming La Sierra College (now La Sierra University). During this growth and transition in the 1940s, the secondary school was established as the La Sierra College Preparatory School. In 1947 the academy moved from the college campus to its current location at the intersection of Golden Avenue and Pierce Street in Riverside. The current elementary school buildings were built in 1955. In October 2021, La Sierra Academy opened a Children's Center for students ages 2-5.

MESSAGE TO STUDENTS AND PARENTS

This handbook is developed and revised by the administration and faculty and approved by the school board. The school administration and faculty reserve the right to make changes in and interpretations of school regulations at any time. Any regulation adopted during the year and announced to students and parents has the same effect as those published in the handbook.

LSA students and parents acknowledge, accept and agree to abide by the regulations and policies of La Sierra Academy and to conduct themselves in accordance with the guidelines and standards set forth in

this handbook. Students are expected to be responsible for their behavior and prepared to accept the consequences for their decisions.

This handbook will provide you critical information for this coming school year. We invite you to read it carefully to ensure all can have a successful school experience here at La Sierra Academy.



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ADMISSIONS AND RECORDS

La Sierra Academy is open to Seventh-day Adventist young people who desire a Christ-centered education. Students of other faiths and philosophies are also welcome. Students who apply for admission should accept the purposes and objectives of the school and live in harmony with its principles.

- All students, domestic or international, may not reach 20 years of age prior to the day of graduation
- LSA does not accept first-year international students in the 12th grade
- All 12th-grade students must attend both 1st and 2nd semesters at LSA. Seniors will not be accepted for the second semester only.

NON-DISCRIMINATION POLICY

La Sierra Academy does not discriminate on the basis of gender, race, ethnicity, national origin, religion, or disability in its admissions policies, educational programming, or activities afforded to students within the school.

ENROLLMENT PROCESS

All admission documents must be fully processed prior to the student's acceptance and attendance in classes. The LSA Admissions Committee will review the completed application and the Registrar will send an email regarding the student's acceptance.

NEW STUDENTS

1. Complete the online Application at www.lsak12.com , along with all supplemental forms.
2. Submit three recommendation forms.
3. Submit transcripts for the previous two years
    a. Transfer credits for High School students will be reviewed by the Administration
    b. Home School students without official transcripts must submit information including list of textbooks used, course syllabi, projects or final exams Must also provide standardized test scores such as *MAP* Assessments (PUC Code C22-116). Homeschool, non-accredited, or an online school not approved by the union will be listed on the school's transcript as "Home School" and grades will NOT be calculated in the student's GPA. They will be recorded as pass/fail only (PUC Code C26-128).
4. Submit Standardized Test Scores for the previous two years.
5. A minimum GPA of 2.5 is required
    a. Students with a GPA of 2.0 - 2.49 may be admitted on an academic contract.
6. Submit a copy of the Birth Certificate
7. Submit a copy of the immunization records
8. Submit Physical/TB Test form
9. Completion of Readiness Test (Kindergarten)
10. Interview with Administration
11. Pay the Non-Refundable Application Fee

12. Make an appointment with the Registrar for Math Placement exam and Reading/Language Assessment (Grades 1-12)
13. Financial Clearance

RETURNING STUDENTS

1. Complete the online re-enrollment contract
2. Pay the re-enrollment fee
3. Submit Physical/TB Test form (1st, 7th and 9th grade only)
4. A minimum GPA of 2.0 is required
    a. Students with a GPA below 2.0 may be considered for readmission on an academic contract
5. Financial Clearance

INTERNATIONAL STUDENTS

1. Complete the online application along with all of the supplemental forms
2. Pay the Application Fee
3. Complete the Foreign Student Application
4. Copy of a current passport
5. Submit TOEFL or iTEP scores
6. Submit two recommendation letters
7. Submit transcripts from the previous high school years (translated by AERC)
8. A minimum GPA of 3.5 is required. Academic Contract is possible for a 3.49 GPA or less
9. Submit a copy of immunization records (translated to English)
10. Submit Physical/TB Test form
11. Set up an interview with Administration
12. Upon official acceptance, the I-20 will be processed
13. Upon receiving the Visa, pay the full year's tuition
14. Homestay authorization and Guardianship authorization forms

GRADE	**iTEP SLATE PLUS**	**TOEFL - IBT**
7th or 8th	**2.0**	
9th	**3.2**	**50**
10th	**3.4**	**55**
11th	**3.5**	**60**
12th	**3.6**	**65**

MEDICATION CONSENT FORM

If medication for your student will need to be administered during school hours, an *Administration of Medication by School Personnel Consent* form or *Self-Administration Consent* form must be completed. **Physician** signature is required (even for over the counter medications).

AGE STANDARDS FOR ADMISSIONS

Students applying to La Sierra Academy Children's Center Transitional Kindergarten must be 4.9 years of age by December 2. Students applying to La Sierra Academy Kindergarten must be 5 years of age by September 1 of the current year**.**

IMMUNIZATION REQUIREMENTS

In compliance with California Health and Safety Codes, La Sierra Academy requires all students to provide proof of immunization appropriate to their age or grade level before the entrance to the school. Temporary Exemptions are granted only with a written and signed statement from a licensed physician. The physician is required by law to list: a) The specific nature of the physical condition or medical circumstance for which the licensed physician does not recommend immunization; b) The probable duration of the physical condition or medical circumstance; c) Each specific required immunization from which the pupil is exempt; and d) The date that the medical exemption expires for each respective immunization.

After the exemption expires, the student will be required to fulfill all immunization requirements (CCR, Title 17, Div. 1, Ch 4 Sec. 6050). A pupil with a permanent medical exemption must follow the requirements outlined in CCR, Title 17, Div. 1, Ch 4, Sec. 6051

STAY HOME POLICY

LSA is required to maintain a list of any exempt children along with immunizations they have not received. A student who may have been exposed to a disease for which he or she is not fully immunized will be reported to the school office staff who will determine whether the student is at risk of developing or transmitting the disease and if so, may require the exclusion of the student from school until the completion of the incubation period or if the infection is suspected or occurs until completion of the period in which the disease is communicable.

More information on immunization can be found at: http://www.shotsforschool.org.

No student will be admitted to school even for the first-class period without written evidence of immunizations, signed by their primary physician. More information on the July 1, 2019 law can be found at: http://eziz.org/assets/docs/IMM-1080.pdf

Polio - Four doses at any age or three doses if the last dose was after age (4)

DPT - (age 6 or under) four doses - last dose must be given after 4th birthday or one more dose is required - (age 7) three doses - last dose must be given after 4th birthday or one more dose is required

Varicella - (K) two doses or health care provider documented varicella disease or immunity

Td - (7th grade) one dose - if (5) years have passed since the last dose of DPT, DT, or Td

MMR (Measles, Mumps, Rubella) (K - 1st Grade or First Entrance into School) - two doses both after 1st birthday (7th grade) - two doses both after 1st birthday (if not given previously) (2-6th & 8th-12th grades) one dose must be after 1st birthday

Hepatitis B - (K - 1st Grade or First Entrance into School) three-dose series (7th grade) three-dose series (if no previous immunization)

UNPAID ACCOUNTS

Students having an outstanding account balance at La Sierra Academy or another school can apply, but are not permitted to register for any classes until clearance has been obtained.

PART-TIME STUDENTS

La Sierra Academy does not offer part-time enrollment. All students must be enrolled on a full-time basis to attend classes and participate in school programs.

NON-RESIDENT STUDENTS

La Sierra Academy does not provide dormitory housing. All students must live under the direct supervision of their parent(s) or legal guardian(s).

If a student intends to reside with someone other than a parent or guardian, satisfactory arrangements with an adult **25 years of age or older** must be reviewed and approved by the school administration prior to admission. The administration must also be notified immediately of any change in residency and/or guardianship.

Failure to disclose a change of residency and/or guardianship, or discovery of an unsatisfactory living arrangement, may result in dismissal from the school.

ACADEMIC STANDARDS FOR ADMISSIONS

La Sierra Academy is not staffed or equipped to accommodate students significantly performing below grade level, and reserves the right to not re-enroll a student, to recommend a different grade placement than the grade level indicated on the student application, or ask a student to withdraw.

SUPPORT SERVICES AND LIMITATIONS

La Sierra Academy is a private institution and does not receive federal or state funding. As such, the school may not be equipped or legally obligated to provide all of the special education services and accommodations that may be available through an Individualized Education Program (IEP) or a 504 Plan in a public school setting. Therefore, the school cannot be held responsible for meeting the specific goals or accommodations outlined in such public school plans.

While La Sierra Academy is committed to supporting students' academic and behavioral needs to the best of its ability through an Educational Accommodation Plan (EAP), families should understand that the level of support and resources may differ from those available in public schools. Parents/guardians are expected to follow through with any recommendations provided by the school.

La Sierra Academy is not equipped to serve students with severe learning disabilities or special needs. When students apply to LSA and have documented learning disabilities or special needs, this must be clearly noted on the student application, and all pertinent records—such as IEP reports, psychological evaluations, and test results related to the diagnosis—must be submitted with the application. If such information is omitted during the admissions process and it is later discovered that the student has a diagnosed learning disability or special need, the school administration and educational staff reserve the right to request the student's withdrawal if it is determined that LSA is not equipped to meet the student's needs.

Continued enrollment at La Sierra Academy requires signed consent acknowledging both the support the school is able to provide and the limitations that may exist. If, at any point, the school determines it is not able to adequately meet a student's needs, a recommendation for an alternative educational placement may be made.

BEHAVIORAL STANDARDS FOR ADMISSIONS

Prospective students with a history of disruptive conduct or emotional instability may not be admitted to La Sierra Academy. In cases where the school determines that it is able to support and minister to a student with a troubled history, the student may be admitted on a probationary basis for one quarter. If, during or after the probationary period, the Admissions Committee determines that the student's behavior—whether on or off campus—negatively impacts the spiritual, academic, or community environment of La Sierra Academy, the student may be required to withdraw.

STUDENT RECORDS

Student records are accessible only to authorized personnel, the student, and the student's parent(s)/guardian(s). Records include, but are not limited to:

- Report cards
- Standardized test scores

- Attendance records
- Behavioral records
- Student photos

(Education Code A26-108-120)

Transfer Of Student Records

Official student records are transferred directly from school to school upon request. Records may not be hand-carried by a parent/guardian or student. All records will be sent only after an official request is received from the receiving educational institution, either by mail or fax.

CUSTODY DISPUTES

When custody arrangements are determined by court order, a copy of the document must be provided to the school. La Sierra Academy will abide by the specifications outlined in the court order. The school will remain strictly neutral in any custody dispute.

The school will communicate only with the custodial parent(s) or legal guardian(s) on record, unless otherwise directed by an official court order. In the event of a legal dispute between parents, school personnel will provide information to the courts, attorneys, parents, or their agents only in response to a lawful summons or subpoena.

FINANCIAL INFORMATION

La Sierra Academy strives to keep tuition and fees as low as is consistent with good fiscal management. LSA reserves the right to adjust charges for tuition and fees at the second semester should unstable economic conditions warrant such adjustments. Visit **lsak12.com** for current information and policies.

TUITION RATES

Tuition does not cover the full cost of operating La Sierra Academy. Members of the Seventh-day Adventist Church support Adventist education with substantial church and conference subsidies. The monthly installment plan is designed to help parents spread the cost of tuition over ten months and does not intend to quantify an "amount" of education each month. La Sierra Academy reserves the right to charge higher rates for students who are not members of the Seventh-day Adventist Church.

FINANCIAL ASSISTANCE

Tuition assistance may be available to qualifying students. Contact the Business Office for more information.

WITHDRAWALS

The date of withdrawal will be the date on which the parent/guardian signs and returns the withdrawal form.

ZERO BALANCE DAY (1ST/2ND SEMESTERS)

Zero Balance Day for second semester registration clearance and end-of-year clearance:.

- **December 10** – Zero Balance Day for **second semester registration clearance**
- **May 10** – Zero Balance Day for **end-of-year clearance**

All accounts must be paid in full (zero balance) by these dates in order for students to remain eligible for registration and year-end clearance.

FINANCIAL CLEARANCE

All accounts held by a family, current and past, will be considered for financial clearance. Financial clearance is required to:

- Enroll each semester
- Receive a graduation diploma
- Participate in extracurricular activities including trips
- Sit for final exams

STUDENT ACCIDENT INSURANCE

A secondary limited coverage student accident insurance policy is provided for each student. All claims made are paid on a non-duplication, excess, or secondary basis. This means the school's insurance company pays toward those expenses not paid or payable by any other valid and collectible insurance, HMO, PPO, or self-funded plan which may be in force on the student. Information is available from the

Business Office. All students are covered for injury during the hours and days when school is in session and while attending or participating in school sponsored and supervised activities on or off school premises and whether or not school is in session. This coverage includes all interscholastic sports offered at La Sierra Academy.



CODE OF CONDUCT

By signing the La Sierra Academy Enrollment or Re-enrollment Contract, each student and the parent has agreed to uphold and abide by the guidelines and policies set forth in this handbook.

CODE OF CONDUCT STATEMENT
As a member of the Seventh-day Adventist Church school system, La Sierra Academy (LSA) upholds the teachings of the church and holds students to a high standard of excellence. LSA as an academic institution pursues the mission of academic and Christian values that are essential for success. Behavior that distracts other members of this school community from pursuing this goal will result in an appropriate response from faculty, staff, and school administration. This code of conduct policy is intended to guide students to make intelligent choices based on eternal principles and to correct behavior that is not in harmony with the standards of the Seventh-day Adventist Church and the La Sierra Academy community

Lifestyle Commitment– Our school exists to provide a Christ-centered environment where students and staff are challenged to:

- Love and serve their Creator Redeemer
- Value themselves and others
- Respect diversity
- Think critically
- Take responsibility

By attending LSA, students choose to adopt a Christian lifestyle. Each student agrees to accept the moral and ethical responsibility associated with education in a Christ-centered school community, whether on or off-campus. LSA knowingly accepts and retains only those students who are willing to make this commitment. It is hoped that adherence to this commitment will extend beyond the years spent at La Sierra Academy; to become a lifetime commitment to the eternal principles of honor, integrity, and morality.

Students/Parents at LSA are required to sign the following pledge for acceptance as part of their admissions process.
"As a student of La Sierra Academy, I pledge to support the administration's efforts to provide a positive, safe and orderly environment by first, promising to read, become familiar with, and follow the policies outlined in the LSA Student Handbook, and secondly, by choosing to be a student who both on and off-campus:

- Seeks to develop physical, mental, and spiritual energies to serve and honor God
- Respects and protects the rights of all people
- Practices principles of honesty, integrity, and morality
- Pledges to make consistent and lasting progress toward achieving my highest academic potential
- Refuses to use or support the use of nicotine, alcohol, or drugs
- Endeavors to influence and assist fellow students in supporting these ideals

STUDENT EXPECTATIONS

Students of La Sierra Academy are expected to uphold the values of integrity, respect, responsibility, and Christian character. To this end, students will:

1. **Demonstrate personal integrity by:**
   a. Attending school daily and arriving to class on time.
   b. Being honest at all times—refraining from cheating, plagiarizing, stealing, or engaging in deception.
   c. Choosing not to use, possess, promote, furnish, or influence others to use alcohol, tobacco/nicotine, drugs, or other harmful substances at any time, whether on or off campus.
   d. Practicing appropriate social media etiquette consistent with a Christian lifestyle.
   e. Using speech and language consistent with a Christian lifestyle.
   f. Being honest about turning their cell phone into their first period teacher.

2. **Encourage positive relationships by:**
   a. Respecting themselves and others, treating others as they would want to be treated.
   b. Acting in a safe manner and refraining from harassment, bullying, or intimidation in any form.
   c. Building others up rather than intimidating, threatening, or fighting.
   d. Cooperating with all faculty and staff members and avoiding insubordination.
   e. Avoiding any interpersonal impropriety, including but not limited to sexual harassment, sexual activity (on or off campus), or the use or sharing of pornography.

3. **Help ensure a safe and clean campus by:**
   a. Respecting the environment and disposing of garbage and recyclables properly, refraining from chewing gum on campus and eating in the classrooms.
   b. Refraining from bringing firearms, knives, chains, weapons, matches, incendiary devices, or any look-alike or potentially harmful instrument to campus or school activities.
   c. Not tampering with the fire alarm system or other school equipment.
   d. Entering buildings, rooms, or facilities only with permission and supervision.
   e. Refraining from defacing, damaging, destroying, or tampering with school or student property.

4. **Positively represent La Sierra Academy as a serious Christian school by:**
   a. Dressing in proper uniform attire as outlined in the dress code—neat, clean, modest, and unaltered.
   b. Avoiding bringing items to campus that distract from the desired spiritual and academic environment.
   c. Avoiding clothing or accessories that display or promote affiliation with inappropriate or unfavorable organizations.
   d. Refraining from inappropriate displays of affection.

Any violation of these guidelines will result in disciplinary action by the school administration and, when necessary, may lead to further consequences by law enforcement authorities.

By enrolling at La Sierra Academy, students become representatives of the school and are expected to conduct themselves in a manner that honors the school—on campus, off campus, at school-sponsored activities, and even during vacations.

La Sierra Academy reserves the sole discretion to interpret, administer, and enforce all student behavior expectations and policies

PARENT EXPECTATIONS
La Sierra Academy is committed to the success of every student and recognizes the vital role parents and guardians play in creating a supportive environment for growth. A student's success is strengthened by the active partnership between home and school, and by ensuring a physically and emotionally safe environment for all members of the school community.

Parents/Guardians are expected to:

1. Conduct themselves in a courteous and respectful manner with students, teachers, administrators, staff, and other parents while on campus or at school-related events.

2. Support the policies and guidelines outlined in this handbook.

3. Encourage and foster their child's cooperation with school norms, culture, and Christian values.

Under normal circumstances, a child will not be deprived of a Seventh-day Adventist education on the basis of a parent's attitude. However, if it is determined that a parent or guardian engages in conduct that is inappropriate, uncooperative, destructive, discourteous, scandalous, rumor-driven, threatening, hostile, or divisive toward students, parents, staff, or the school as a whole, La Sierra Academy reserves the right to discontinue enrollment. In such cases, the procedures outlined in the withdrawal/expulsion policy will be applied.

La Sierra Academy values parents as essential partners in our mission. With mutual respect and cooperation, we can ensure that every student has the opportunity to thrive academically, socially, and spiritually.

OPPOSING VIEWS
In official venues and settings—including school activities, social media outlets, and publications—La Sierra Academy students and faculty are expected to uphold and reflect the values of the Seventh-day Adventist Church. Advocacy for or promotion of views, behaviors, or lifestyles that are inconsistent with Biblical teachings, as outlined by the Church, is not permitted.

SAFE PLACE
La Sierra Academy is committed to providing a safe and caring environment for all students. The school has proactive, structured support systems in place for students who are asking questions or facing a personal crisis.

The purpose of these systems is to ensure that students and families have access to compassionate spiritual and emotional support during times of need, while upholding the values of the Seventh-day Adventist Church.

PUBLIC DISPLAY OF AFFECTION
Students are expected to uphold high Christian standards in their friendships and social interactions. Respect must be shown to self, peers, students in all grade levels (K–12), teachers, staff, parents, and visitors to campus.

Respect also extends to romantic relationships. Public displays of affection are not conducive to an academic environment and are not permitted. Students engaging in excessive physical contact, behavior with sexual overtones, or explicit sexual acts will be subject to disciplinary action, up to and including dismissal from school.

MARRIAGE / PREGNANCY
Marriage and pregnancy among students are considered incompatible with the school program and may result in withdrawal from La Sierra Academy.

ATTENDANCE POLICY

La Sierra Academy believes that the classroom experience cannot be duplicated. Consistent attendance is essential for student success. Students who are absent from class miss valuable learning experiences, which may negatively impact academic progress and create an unnecessary burden for both teacher and student.

Our school community—including parents, staff, faculty, and administrators—works together to help students build strong attendance habits each year.

While La Sierra Academy strives to be fair and understanding regarding absences, we ask for the support and cooperation of students and families in making school attendance a priority. The school's attendance policy is designed to foster responsibility and accountability while mentoring students for the future.

Parents are strongly discouraged from removing students from school for reasons such as vacations, celebrations, shopping, driving tests, or business appointments, as these events count toward a student's absence record.

Unexcused absences (see chart) will not be excused under any circumstances. Teachers are not required to provide classwork in advance, accept late work, or give make-up assignments for unexcused absences.

TARDIES (Grades 7-12)
The tardy policy applies to the *total number of tardies accumulated across all classes*, not per class. Tardy counts reset at the beginning of each semester.

- **Definition of Tardy:** A student is considered tardy when arriving up to 15 minutes late to school or class. After 15 minutes, the student will be marked absent.
- Students are considered tardy if they are not in the classroom when the bell rings.
- All **unexcused tardies** will count toward the total, including Chapel, Study Hall, and Work Experience periods.
- Parents may report tardies **only for the first period** of their student's school day. Reporting a tardy does not automatically excuse it.
- Once a student is on campus, parents may not report tardies for subsequent periods.
- Reported tardies may be excused only under unusual circumstances and at the discretion of the administration.

TARDIES (K-6)
Tardy counts reset at the beginning of each semester.

- Students are considered tardy if they are not in the classroom when the bell rings.
- Parents may report tardies **at the beginning** of their student's school day. Reporting a tardy does not automatically excuse it.
- Reported tardies may be excused only under unusual circumstances and at the discretion of the administration.

LATE ARRIVAL/EARLY DISMISSAL POLICY
Parents are asked to report their student's late arrival/early dismissal via the SchoolPass App on the day of.

CONSEQUENCES FOR UNEXCUSED TARDIES (K-12/semester)

- 10 Tardies–A warning letter is emailed to students and parents
- 14 Tardies– 1 demerit is assigned
- 20 Tardies– 1 demerit is assigned
- 24 Tardies– 2 demerits are assigned, an Attendance Contract stating the consequences for the demerits will be issued, and a meeting or phone conference with the administration
- 30 Tardies– 3 demerits are assigned, an Attendance Contract stating the consequences for the demerits will be issued, and a meeting with the administration is required.

Tardy consequences are per student, not per class.

For every 3 tardies in a class, the student will receive an absence in that class.

NOTE: It is possible that a student will accumulate tardies at a pace that precludes notification at the above tardy limits.

CONSEQUENCES FOR UNEXCUSED TARDIES (Elem/quarter)

- 5 Tardies–A warning letter is emailed to students and parents
- 7 Tardies– 1 demerit is assigned
- 10 Tardies– 1 demerit is assigned
- 12 Tardies– 2 demerits are assigned, an Attendance Contract stating the consequences for the demerits will be issued, and a meeting or phone conference with the administration
- 15 Tardies– 3 demerits are assigned, an Attendance Contract stating the consequences for the demerits will be issued, and a meeting with the administration is required.

NOTE: It is possible that a student will accumulate tardies at a pace that precludes notification at the above tardy limits.

ABSENCE LIMIT
Consistent attendance is essential for academic success. Attendance is calculated on a per-class basis, and both excused and unexcused absences are counted toward the overall total. Please refer to the Absence Chart for additional details.

- Any student who accrues more than **5 unexcused absences in a class per quarter** may be required to attend a parent meeting, be placed on an attendance contract, and possibly, an academic contract.

- The absence limit is **10 total absences (unexcused combined) per class, per semester** for high school students. **Students who exceed this limit may not receive credit for the class.**

- Where special circumstances exist (e.g., prolonged illness), medical documentation is required. Students may petition the **Administrative Committee** for an exception to this policy.

- Absences in **Study Hall, Chapel, and Work Experience** may count as truant if the student is on campus but not attending.

- If a student misses a full day of school, they will receive an absence in **each class** scheduled for that day.

- Meeting the absence limit may impact a student's **placement in AP and Dual Credit courses.**

- A student's attendance record may also affect eligibility for **National Honor Society (NHS), leadership/office positions, participation in school banquets, camping trips, class trips, extracurricular trips (including sports tournaments and music trips), as well as participation in school athletics.**

EXCUSED ABSENCES
Missing class harms a student academically and places an unnecessary burden on both the teacher and student. For this reason, only certain types of absences are excused.

- ***Medical Documentation:*** *Absences or tardies due to medical, dental, optometrist, or chiropractic appointments must be verified with a note from a licensed healthcare professional upon the student's return. Documentation may not be written or signed by an immediate family member.*

- ***Reporting Absences:*** *Parents are asked to report absences via the* ***SchoolPass App*** *on the day of the absence. If not reported the same day, parents have* ***one week*** *to inform the office.*

- ***Tardy Policy (7-12):*** *Arriving more than* ***15 minutes late*** *to class is recorded as "Absent due to Tardy" and will count as an absence.*

- ***Injury:*** *If a student is injured and attendance may be impacted (e.g., concussion), the school must be informed immediately. A medical note should outline any limitations or exclusions.*

- ***Participation in Sports/Music:*** *To be eligible to participate in sports or music activities on a given day, a student must attend at least* ***50% of the school day*** *(a minimum of four class periods). Students absent for more than half the day are not permitted to participate in practices, rehearsals, or events that day.*

Unexcused Absences that COUNT toward the Absence Limit ***Examples of (but not limited to)***	**Excused Absences that DO NOT count toward the Absence Limit** ***Examples of (but not limited to)***
● Chronic illness without their primary Doctor's note ● Family vacation/Work trip ● Student has an employment conference *Truancy* ● Skipping class including Chapel, Study Hall and Work Experience periods ● Leaving campus ● Leaving class without permission ● In the school parking lot without a pass *Make-up Work* ● At discretion of administration and teacher Sports and Music Program Participation ● A student may not attend/participate in sports, music programs, or any extracurricular activities if absent from school	● For absences due to illness lasting three or more consecutive school days, a note from the student's primary care physician is required upon return. Documentation must be provided by a licensed medical professional and may not be written or signed by an immediate family member. ● Medical, Dental, Optometrist, or Chiropractic services with a medical practitioner note ● Court-ordered appearance ● Class field trips ● Leadership Conference ● MusicTour ● SECC Junior/Senior Bible Conferences ● College Days 2x (up to 4 days each) ● LSU University Experience ● Music Festivals ● Senior Trip ● Death of an immediate family member ● DMV Behind-the-Wheel Drive Test (with proof) ● Field Trips ● School Sports (leaving early for games or tournaments) ● Other trips & activities approved by the administration Sports and Music Program Participation ● A student may not attend/participate in sports, music programs, or any extracurricular activities if absent from school

TRUANCY
A truancy may not be excused by anyone other than an administrator.
Examples of truancy may include, but are not limited to:

- Skipping a class during the school day
- Being in the school parking lot without a pass
- Leaving campus without permission and/or without signing out
- Leaving class without the teacher's permission
- Hiding in restrooms to avoid class

Consequences of truancy are outlined in the Discipline Policy

PRE-ARRANGED ABSENCES
Any **Pre-Arranged Absence** must be submitted to the Registrar's Office at least **one week** in advance.

- "Pre-Arranged Absence Request" forms are available at the Registrar's Office or at lsak12.com.
- After submitting the form to the Registrar, students must obtain teacher signatures for approval.
- Once all signatures are collected, the form must be returned to the Registrar's Office for final clearance.
- Makeup work for pre-arranged absences will be assigned on a **day-for-a-day basis** (e.g., if a student is absent for one day, they will have one day to complete the work).
- Approval of a pre-arranged absence does **not guarantee full credit**; certain assignments, labs, or classroom activities may not be replicable.
- If an absence is determined to be **unexcused**, teachers are not required to provide makeup work, accept assignments, or award credit for missed work.

UNEXCUSED ABSENCES AND MAKE-UP WORK
Makeup work is only provided for absences that have been approved by administration as excused.

If an absence is determined to be unexcused, students will not be permitted to make up missed assignments, assessments, labs, presentations, participation points, or classroom activities for credit. Work missed during an unexcused absence may receive no credit.

Students and families are responsible for ensuring that absences are properly reported and, when applicable, approved through the school's attendance procedures. Pre-arranged absences must be submitted to the Registrar's Office at least one week in advance and must receive the required approvals.

Students are expected to communicate with their teachers regarding any missed instruction; however, academic credit for missed work will only be granted when the absence has been approved as excused.

Please note that once a student reaches 10 absences in a course, credit may be lost according to the school's attendance policy.

SEMESTER FINAL EXAMS
All students are required to take final exams at the end of each semester. Exams must be taken during the designated time period and according to the posted final exam schedule.

- Any exceptions must be requested by submitting a petition to the La Sierra Academy Administration at least two weeks prior to finals week.

- Failure to comply with this policy will result in a **50% reduction of the final exam grade**.

LEAVING CAMPUS DURING THE SCHOOL DAY
A parent or authorized adult must sign a student out through the School Office. Students will be released from class only after the parent or authorized adult has come to the office and completed the sign-out process.

Authorized adults are those individuals specifically designated in writing by the student's parent(s).

(Education Code A23-132)

CITIZENSHIP POLICY

A student's citizenship grade is determined by **attendance and any demerits received** through the Discipline and Attendance Policies.

Poor performance in citizenship may result in loss of privileges and can make students ineligible to run for elected offices or may jeopardize the standing of current officers. Students with unsatisfactory citizenship may also be denied faculty and staff recommendations to colleges and universities.

Citizenship directly impacts participation in extracurricular activities, including but not limited to **banquets, camping trips, class activities and outings, music trips, athletic trips, and athletic participation.**



DRESS CODE POLICY

La Sierra Academy's K–12 Dress Code Policy reflects a commitment to excellence and requires a school uniform for all grade levels. All student dress must reflect an academic environment. Students are encouraged to dress appropriately and look their best at all times. To maintain harmony within the school community, students should avoid conflict over dress code issues, and parents are urged to support the policy by being actively involved in their student's clothing and accessory choices.

- **Uniform Condition:** School uniforms must be worn properly and kept in good condition at all times. Uniform items may not be altered from their original style or intended appearance. Clothing may not be worn inside out or modified in any way that changes the approved uniform look.
- **Layering:** Any visible layers worn under the uniform must be in school uniform colors: gray, black, white, khaki, or navy blue.
- **Alterations:** Uniforms may not be altered from the original style of the garment.
- **Varsity Gear:** Varsity gear (team warm-ups or team uniforms) is not considered part of the school uniform and may not be worn to class.
- **Uniform Requirement:** Uniforms must be worn on campus during school days, unless students are changing into approved attire for extracurricular activities such as varsity sports or Work Experience.

Official Uniform Provider
La Sierra Academy has chosen **Lands' End** as the official provider of uniforms. Uniform items are available through the Lands' End online store at www.landsend.com. Please use La Sierra Academy's **Preferred School Number: 900029083** when ordering to ensure all items are dress-code appropriate.

OUTERWEAR
- Acceptable outerwear includes fleeces, jackets, coats, sweatshirts, sweaters, blazers, and cardigans in solid school colors: **white, khaki, navy blue, black, or gray.**
- Logos are not permitted, except for the **La Sierra Academy logo** or an **authorized La Sierra Academy organization logo.**
- Blankets, towels, wraps, pajamas, and other non-uniform coverings are not acceptable.
- A **uniform shirt must always be worn underneath** approved outerwear.

SHIRTS
- Students must wear either a **uniform polo** or **uniform oxford,** containing an LSA logo (either from Lands' End or embroidered after purchase).
- Every student is required to own at least **one Lands' End polo-style prep shirt with the school logo.**
- The 2026–2027 school year will serve as a transition year. During this year, the LSA logo will not be required on all uniform shirts; however, students are encouraged to begin transitioning to logoed uniform shirts.
- Beginning with the 2027–2028 school year, all uniform shirts will be required to have the LSA logo.
- Additional polos not purchased with the logo must be **solid black, gray, navy blue, or white.**

PANTS/SHORTS

- Students may wear standard school uniform pants or shorts purchased from Lands' End or another store that sells generic uniform items. Pants and shorts must be solid black, navy blue, or khaki.
- Pants and shorts must be worn properly and may not be sagging, overly baggy, excessively tight, or inappropriately short. Shorts must be modest in length and provide appropriate coverage at all times.
- Undergarments must not be visible under school clothing.
- Cargo-style pants or shorts, jogger-style pants, and other non-traditional uniform styles are **NOT** permitted.

SKIRTS/SKORTS/JUMPERS

- Girls may wear uniform-style skirts or skorts in **solid black, navy blue, khaki, or Lands' End gray.** Plaid and gray skirts are also available through our Lands' End vendor.
- Skirts and skorts must be **no more than 2 inches above the knee** and must remain modest while standing, sitting, or climbing stairs.
- **K–6 girls** must wear a layer such as bike shorts, leggings, or tights under their skirts. Collared uniform shirts should be worn under the uniform jumpers.
- **7-12 girls** may wear black tights or black leggings (no sweats, etc.) under their skirts.
- **Not permitted:** sweatpants or track pants under skirts/shorts. Leggings or yoga-style pants should not be worn as a substitute for school pants.
- Parents are urged to assist students in preparing for cold weather with appropriate uniform layers.

FRIDAY RELAXED DRESS
On Fridays, students may wear plain, solid shade of blue denim with one of the following tops:

- LSA t-shirts (K–12)
- Class t-shirts (K–12)
- Castle t-shirts (junior high)
- T-shirts from a Seventh-day Adventist college, church, or youth group (grades 7–12 only)
- Outerwear from LSA or Seventh-day Adventist universities (grades 7–12 only)

Guidelines:

- Jeans must be in good condition and may not have holes, rips, fraying, or excessive wear.
- Students who choose not to wear jeans must wear approved school uniform bottoms, such as uniform pants, shorts, or skirts.
- Students who are out of uniform will be required to correct the issue. A parent/guardian may be contacted to bring a change of clothing, the student may be sent home to change, or, if a PFE uniform alternative is available, the item may be provided and billed to the parent/guardian.

RUNNING CLUB (ELEMENTARY STUDENTS ONLY) -
On Fridays, 5th and 6th grade students may participate in the Running Club. The Running Club uniform (optional) consists of **solid black shorts** purchased through Running Club and the official **Running**

Club technical shirt. Students not wearing the Running Club uniform must follow the **Friday Relaxed Dress** guidelines.

SHOES

Students must wear **non-skid, closed-toe, and safe shoes** at all times.

Not permitted on campus:

- Heelys or shoes with rollers in the soles
- Mules or slip-on shoes
- Crocs or croc-style shoes
- Backless slip-on sandals

Additional restrictions and guidelines may apply for certain activities such as **P.E. classes, varsity sports, and science labs.**

JEWELRY AND ACCESSORY POLICY

- Girls may wear one pair of stud earrings on campus.
- Boys are not permitted to wear earrings.
- Spacers, nose rings, nose studs, and other facial piercings are not allowed.
- One simple chain necklace may be worn, if desired.
- Extreme belts, jewelry, piercings, or visible tattoos are not permitted.
- Accessories must not display inappropriate, offensive, or anti-Christian symbols or wording.
- This policy applies during the school day and at all school-sponsored events, both on and off campus.

HATS AND BEANIES

Only hats and beanies are permitted on campus during periods of extreme cold or hot weather, or as needed for protection. They may only be worn **outdoors** and must be removed when entering any building, especially during **chapel services**.

Only **LSA logos** are allowed; all others are not permitted. Hats and beanies should be **solid colors**—black, gray, navy blue, khaki, or white.

Please note that **hoodies are not to be worn over the head indoors** at any time.

BANQUET ATTIRE – This attire should be in accordance with the school's general dress code policy expectation. Gentlemen are to wear dress pants and a collared shirt, a suit jacket is optional. For ladies, semi-formal attire or formal dresses are appropriate. Dresses must have a modest neckline and length. No see through dresses. All attire should be modest. Please keep in mind that jeans and shorts are not in accordance with the spirit of banquet attire expectations.

GRADUATION ATTIRE - Guidelines for graduation weekend require ladies and gentlemen to wear business attire suitable for each graduation event. For the gentlemen, attire includes dress pants, and a collared shirt. Dresses must have a modest neckline and length. No see through dresses. All clothing must be modest. LSA graduation regalia, cords and stoles must be worn over any other non-LSA items during graduation ceremonies. Caps may not be decorated for any graduation services in church. Cap decorations must be approved one week prior to graduation.

PICTURE DAY - Our students must wear their logoed school uniform shirts. Seniors must follow provided Picture Day Guidelines. Jewelry policy applies.

ATTIRE FOR SPIRIT DAYS - Students who choose not to participate will be required to wear the regular uniform. Please follow the modesty guidelines for all spirit wear.

ADDITIONAL EXPECTATIONS – Students' hair should be neatly groomed and pulled away from the eyes. No extreme hairstyles or hair colors that are distracting to the learning environment. All accessories and clothes worn for school events outside of school uniform hours should reflect Christian values and be appropriate and modest. Logos, graphics, or words that depict violence, drugs, illicit substances, alcoholic beverages, and sexually suggestive topics are not allowed. Anything that is in any way offensive should not be associated with LSA students.

CONSEQUENCES

The Administration reserves the right to interpret and update the school dress code as needed. Students are expected to comply with the dress code while on campus.

- Students out of compliance will be required to make the necessary change in attire before being allowed back into the classroom.
- Loaner uniforms may be provided to expedite a student's return to class.
- Failure to comply with the La Sierra Academy Dress Code Policy will result in a written **Dress Code Infraction (Level I Disciplinary Infraction)** and consequences will be assigned according to the **LSA Discipline Policy.**
- Both students and parents will receive notice of the infraction.

DISCIPLINE POLICY

In order to provide clear rules for student conduct and ensure consistent and timely discipline, La Sierra Academy has established standards of consequences that range from **verbal warnings to expulsion.**

- **Demerit points** may be applied when repeated attempts to resolve a discipline issue have been unsuccessful, or if the offense is deemed serious in nature. Demerits may be assigned by school administration.
- The **Administrative Committee** addresses major offenses.
  The following list serves as a **guide** to possible infractions and consequences. It is not exhaustive or prescriptive.

Level 1 **Disruptive Behaviors**	**Level 1** **Corrective Strategies**
Level 1 infractions include, but are not limited to: • Dress Code violations • Chewing gum on campus or eating in the classroom • Use of cellphones and other devices in class without permission (see more details in cell phone policy) and/or inappropriate use of technology • Use of headphones (without permission) in class, use of AirPods, and earbuds on campus • Classroom disruption/disregarding classroom rules • Student vehicle policy violation • Public display of affection • Unauthorized access to school property (climbing fences, propping doors, roof access, etc.) • Talking back to or disrespecting a teacher • Reckless and careless driving • Use of profanity or any other offensive language • Gambling • Truancy (1st offense) • Any minor disregard for student regulations or policies • Misuse of SchoolPass System • Exiting/entering campus via side gates • Food delivery infraction	***Infractions are generally minor violations that are usually first-time offenses, and are considered warnings*** 1. Report of student offense is given verbally or in writing to the administration 2. Student is addressed by the administration and may be assigned demerit points 3. Demerit points and other possible consequences determined by administration 4. Parents are notified and provided a copy of what is documented. *In addition to* **1-4 demerits pts,** *consequences may include one or more of the following:* 1. Some community service activity 2. Written assignment or behavior agreement

Level 2 **Disruptive Behaviors**	**Level 2** **Corrective Strategies**
Level II infractions include, but are not limited to: • Multiple or flagrant Level I infractions • Major classroom disruption • Willful disrespect toward a student or teacher/staff • Insubordination • Truancy (2nd offense) more than 10 unexcused/excused absences in any one class • Dishonesty that includes falsifying excuses/signatures/phone messages • Plagiarism or cheating, 1st or 2nd offense (*see Academic Integrity Policy for further details*) • Defiance of authority • Possession of or involvement with pornographic material • Language, gestures, or behavior that is vulgar or obscene (*may include insults*) • Theft, invasion of privacy, possession of stolen property or destruction of another's property (1st offense) • Throwing food or drink or smearing another's uniform or person • Inappropriate electronic posting/digital communication or involvement on social media of anything that defames students, school personnel or entities as deemed inappropriate by LSA administration • Purposeful vandalism (1st offense) • The use of racial slurs, derogatory remarks, or biased language—regardless of intent or severity—is strictly prohibited. Such language undermines the respectful and inclusive environment our school strives to maintain and will result in disciplinary action. • Willful disobedience of the Lifestyle commitment/LSA Student handbook policies • Possession of any imitation knife or firearm	***Level II infractions are generally major violations of LSA's rules, regulations, and policies*** 1. Report of student offense is given verbally or in writing to administration 2. Administration questions student and possibly begins an investigation 3. Parents are notified of the offense and a meeting is scheduled with administration 4. Administration determines the exact number of demerits and suspension 5. Parents are notified in writing of what has happened In addition to **5-8 demerit points** consequences will include one or more of the following: 1. Any combination of Level I consequences 2. Disciplinary probation behavior agreement 3. Liability for damages NOTE: At **5** demerits, a one-day suspension is required At **7** demerits, a three-day suspension is required

Level 3 Disruptive Behaviors	Level 3 Corrective Strategies
***Level III violations include, but are not limited to*:** • Truancy (3rd offense) or more than 14 unexcused/excused absences in any one class • Multiple, flagrant and serious Level II infractions • Immoral or scandalous conduct (any speech, writing) on or off campus at any school function or at any time • Defiance of authority and/or school policies of a serious nature • Theft or destruction of another's property (*2nd offense*) • Possession of weapons, including but not limited to knives, or pepper spray • Possessing or being under the influence of any controlled substance or intoxicant (including alcohol, nicotine, or any drug paraphernalia) as an LSA student • Lighting fires, and/or possessing, using or threatening to use any incendiary or explosive devices • Direct involvement as principal or accessory in any malicious mischief • Any inappropriate sexual activity, excessive physical contact, or other activities with sexual overtone or sexually explicit acts. (Marriage and pregnancy among students is considered incompatible with the school program.) • Fighting, hostile action towards another individual • Threats, Harassment, Bullying (verbal, written, electronic, sexual, physical, etc.), hazing or any willful act that may cause injury (mental or physical) to another person • Use of racial slurs, derogatory/biased language including that which is sexual, gender-related or religious in nature (moderate infraction). *This may require sensitivity training.* • Conspiracy or act of a serious dishonest behavior that includes falsifying documents • Cheating, plagiarism or academic dishonesty (*3rd offense, see Academic Integrity Policy*) • Cheating or plagiarism on a final exam, AP exam, or placement test	***Level III infractions are serious violations of LSA's rules, regulations, and policies*** 1. Report of student offense is given verbally or in writing to administration 2. Administration questions student and begins an investigation 3. Parents are notified of the offense and a meeting is scheduled with administration 4. Parents may be allowed to meet with LSA's Administrative Committee 5. LSA's Administrative Committee determines the consequences 6. Parents are notified in writing of what has happened In addition to **9-12 demerit points** consequences will include one or more of the following: 1. Any combination of Level II consequences 2. 5 day suspension 3. Disciplinary probation behavior agreement that could include counseling or community service 4. Liability for damages 5. Failing grade 6. Loss of office 7. Ineligible to participate in extracurricular activities (including varsity/clubs) for a determined length of time 8. Possible withdrawal or expulsion 9. Multiple incidents of Level III infractions that result in a student being placed on a behavior agreement, may result in the student being asked to withdraw from LSA, even if the incident occurred in separate academic years

Level 4 Disruptive Behaviors	Level 4 Corrective Strategies
Level IV violations include, but are not limited to: • Furnishing, distributing, selling, purchasing, transporting any controlled substance or intoxicant (including alcohol, nicotine, or any drug paraphernalia) as an LSA student • Possession/use of any weapon, including but not limited to knives and firearms (real or imitation) or pepper spray • Selling, distributing, or giving one's prescription medication to another student • Use of racial slurs, derogatory/biased language • Distribution of any hate literature • Any sexual or physical assault on or off-campus • Direct involvement as principal or accessory in any crime where a student arrest takes place • Conspiracy or act of a serious dishonest behavior that includes falsifying legal documents • Construction and use of websites or social media sites that defame students, school personnel or other entities as deemed inappropriate by LSA administration • Hazing or wilful act that may cause injury to another person	***Level IV infractions are severe violations of LSA's rules, regulations, and policies*** 1. Report of student offense is given verbally or in writing to administration 2. Administration questions student and possibly begins an investigation 3. Parents are notified of the offense and a meeting is scheduled with administration 4. Parents may be allowed to meet with LSA's Administrative Committee 5. LSA's Administrative Committee determines the consequences 6. Parents are notified in writing of what has happened **These infractions trigger the LSA Administrative Committee to meet and process a pending withdrawal from La Sierra Academy**

SPECIAL NOTE: In some cases, more than one category of discipline may apply. In an effort to increase the potential for a timely and honest resolution of a discipline situation, students who exhibit truthfulness and integrity in the discipline process may receive a reduction in the discipline response.

DEMERIT TOTALS

1-4 Demerits	Level 1: Meeting with the Vice Principal, possible community service, written assignment/behavior agreement
5-8 Demerits	Level 2: Students reaching this level will have a **Behavior Agreement** written and reviewed with administration that will be strictly enforced. Consequences may include, but are not limited to: community service, liability for damages, 1-day suspension at 5 demerits, and 3-day suspension at 7 demerits. The **Behavior Agreement must be signed by the student, parent(s), and administration within 24 hours**. The student **may not return to class until all signatures are obtained**.

9-12 Demerits	Level 3: Students reaching this level will have a **Behavior Contract** written and reviewed with administration that will be strictly enforced. Consequences may include, but are not limited to: Minimum 5-day Suspension Disciplinary probation behavior agreement that could include counseling or community service; liability for damages; failing grade; loss of office; ineligible to participate in extracurricular activities for a determined length of time and possible withdrawal or expulsion. The **Behavior Agreement must be signed by the student, parent(s), and administration within 24 hours**. The student **may not return to class until all signatures are obtained**.
13+ Demerits	Level 4: Students and parents meet with the LSA Administrative Committee and may be asked to withdraw from school or may be expelled

SUSPENSION

Discipline matters, deemed severe enough to warrant action by the La Sierra Academy Administrative Committee, are serious and **may** begin a process that could lead to the student's dismissal. However, there may be circumstances where progressive discipline is not appropriate and immediate removal may be necessary. At this point, the Administrative Committee would convene to address the matter. The SECC Educational Superintendent may be consulted in this process.

Suspensions usually range from 1 to 5 days and are at the discretion of the Administrative Committee. While on suspension, the student may not be on campus without the express permission of a campus administrator. The students shall not participate in any school-related or school-sponsored activities during the suspension period.

REDEMPTION

- Each student begins the school year with **zero demerits.**
- Demerit points accumulate throughout the year and may result in more serious consequences if not addressed.
- If a student completes **six consecutive weeks (7-12), or four consecutive weeks (K-6),** of school without receiving additional demerits, the administration will reduce their total number of demerits by **half.**
- If the student completes another six consecutive weeks without receiving demerits, the total will be reduced by half again. This process continues until the number reaches **zero.**

This policy reflects La Sierra Academy's belief in growth, accountability, and the opportunity for students to learn from their mistakes.

STUDENT BEHAVIOR AGREEMENTS

Student behavior agreements are issued as a corrective and preventative strategy. This is an important step for a student to move forward. Once an agreement has been issued, the agreement needs to be signed within 24 hours by all parties. Students will not be allowed to return to class before the agreement is signed by all parties. Should a student or parents choose not to sign the agreement, the school will follow the process of withdrawal for that student.

Parental/Guardian Conduct and Expulsion
In addition to student conduct, a student may be expelled when the principal, appropriate school committee, or school board determines that parental or guardian misconduct creates a threat or disruption. Consideration includes:

1. The misconduct is serious enough to constitute a threat to the safety and/or welfare of students, a substantial disruption of the school environment, or a serious violation of a generally accepted practice or tenet of the Seventh-day Adventist Church; and
2. The parent or guardian is not amenable to correcting or improving the behavior.

(Education Code A23-152, C.11)

HARASSMENT, INTIMIDATION, and MISCONDUCT

La Sierra Academy is committed to providing a safe and positive learning environment for all students, employees, volunteers, and parents; that is free from harassment, intimidation, or other types of misconduct.

1. **Harassment**: Engages in behavior unwelcome by the recipient, which threatens a person and/or impairs the learning process, or impinges upon the safe climate of the school. Harassing behaviors include, but are not limited to, behaviors that relate to a person's: gender, race, color, ethnicity/national origin

2. **Intimidation**: Presents any form of behavior that interferes with another person's sense of safety, dignity, comfort, or productivity in the school environment. Behavior directed at a student/parent/teacher/staff member by another individual, such as:
   ● Name-calling (verbal/written), teasing, mimicking, slurs, or other derogatory remarks
   ● Offensive graffiti, symbols, posters, pictures, cartoons/caricature notes, book covers, or designs on clothing
   ● Phone calls, emails, text messaging, and/or instant messages, social media
   ● Touching of a person or a person's clothing
   ● Physically harming an individual or damaging their property
   ● Words,pranks, or actions which provoke feelings of embarrassment, hurt, or humiliation
   ● Stalking
   ● Discrimination

3. **Threats**: Suggests verbally and or physically an intent to harm another person verbally and/or physically

4. **Derogatory/Biased Language (Speech)**: Making cruel, hostile, or negative statements about someone based upon their race, religion, national origin, disability, age, gender, or sexual orientation

5. **Hazing**: Willfully or recklessly endangers the physical or mental health of any student or other person

6. **Criminal Conduct**: Commits any potentially criminal act (LSA reports potentially criminal acts to law enforcement)

Penalties for harassment, intimidation or other types of misconduct will be determined based on the frequency, severity, and context of the conduct. Severe misconduct will result in expulsion.

BULLYING

Bullying of any kind is wrong– physical, verbal, racial, gender-based, online or off, before, during, or after school. It is never acceptable. All members of the school community are committed to ensuring a physically and emotionally safe environment. We strive to value the rights of all people to learn without fear. A student shall not intimidate, harass, or shame another student through words or actions. Such behavior includes, but is not limited to, direct physical contact, such as hitting or shoving; verbal (or

non-verbal digital) assaults, such as threatening, teasing, or name-calling; and social isolation or manipulation. When such conduct is repetitive or appears likely to be repeated, it is considered bullying.

Cyberbullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include, but are not limited to:

- Sending false, cruel, or vicious messages
- Creating websites or social media accounts that have stories, cartoons, pictures, and/or jokes ridiculing others.
- Breaking into an email account and sending vicious or embarrassing materials to others.
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
- Posting of a student's picture without their permission.

La Sierra Academy expects students and/or staff to immediately intervene and report incidents of bullying. Students who are found to be engaging in bullying behavior will be subject to discipline. Parents will be notified, and law enforcement may be contacted if appropriate.

Confidential Reporting
LSA seeks to be a safe place and to institute proactive, formally structured support systems available to all students asking questions or facing a crisis. We have a reporting system available to our students, *LSA Say Something*. The goal of such support systems is to provide a safe environment for students and families to receive compassionate spiritual and emotional support during a time of need.

INSUBORDINATION
Students shall comply with the directions of teachers, substitute teachers, administration, and all other school personnel. Insubordination includes, but is not limited to:

- Disrespectful behavior toward school personnel,
- Interference with a teacher's ability to conduct class
- Failure to obey a reasonable request
- Failure to identify themselves to school personnel when requested
- Repeated violation of any rule, directive, policy, or disciplinary procedure

GRIEVANCE PROCEDURE
When a misunderstanding or disagreement occurs within the school community, the following steps should be followed in sequence. At each stage, the goal is to resolve concerns respectfully, promptly, and at the lowest possible level. Documentation will be provided as necessary.

Student and Student

1. A **student-to-student conference** should be held with a teacher or administrator present to help identify the problem and isolate the facts. This step should resolve the majority of problems.
2. If unresolved, a **parent/student conference** with an administrator may be arranged.
3. If concerns remain, a **second parent/student/administrator conference** should be held. The student may be asked to put the problem in writing.

4. If the issue is still unresolved, it should be referred to the **Administrative Council**, where the written record will be reviewed.

Parent and Teacher

1. A **parent/teacher conference** should be held to identify the problem and isolate the facts. Parents must make an appointment to meet with teachers. This step should resolve the majority of problems.
2. If unresolved, a **parent/teacher conference with the principal** may be held. A written record will be signed by all parties.
3. If concerns remain, a **second parent/teacher/administration conference** will be held. The administration will provide a written statement of the problem. Only first-hand information directly affecting the individuals involved will be considered.
4. If still unresolved, the concern will be referred to the **Administrative Council**, with written documentation reviewed.

Parent/Student and Administrator

1. A parent/administrator conference will be held to identify the problem and clarify the facts. This step should resolve the majority of problems.
2. If unresolved, a parent conference with the administrator and the Head Principal may be arranged.
3. The final step, if concerns remain unresolved, is referral to the Administrative Council, where the written record will be reviewed.

SEXUAL HARASSMENT AND DISCRIMINATION

La Sierra Academy is committed to providing a safe and supportive environment that is free from unlawful discrimination on the basis of sex in all of its activities, educational programs, and services. Any form of sex discrimination and sexual misconduct, including harassment, coercion, intimidation, or sexual violence, is reprehensible, runs counter to LSA's teachings and guiding beliefs, and will not be tolerated. In keeping with this commitment, LSA maintains a strict policy prohibiting unlawful discrimination or harassment. Also prohibited is retaliation of any kind against individuals who report alleged incidents of sexual misconduct or harassment, or who assist in an LSA investigation of such allegations.

Definitions:

A. ***Sexual Harassment****:* Sexual harassment is defined as unwelcome sexual advances including sexual violence, requests for sexual favors, and/or physical, verbal, or written conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a condition of a student's progress in school, employment on campus, or participation in any LSA team, club or organization, or
2. Such abusive or humiliating speech or conduct is directed against another and persists after the objections of the person targeted by the speech or conduct; or
3. Such conduct would be regarded by a reasonable person as creating an intimidating, hostile or offensive environment that substantially interferes with a student's education, employment, or participation in LSA's extracurricular programs or activities.

Sexual harassment may include incidents between any member of the LSA community, including faculty, staff, students, and nonstudents or non-employee participants in LSA programs—such as vendors, contractors, visitors, coaches, and parents. It includes activities and behavior that occur either on or off-campus.

Examples of Sexual Harassment
Specific examples of the verbal/physical conduct prohibited by this policy include, but not limited to:

a) Physical assault.
b) Inappropriate or unwanted touching.
c) Direct or implied threats that submission to sexual advances will be a condition of, for example, getting good grades, being put on a team or allowed in a club, or receiving a promotion or award.
d) Direct or subtle propositions of a sexual nature.
e) Dating, requesting dates, or entering into a romantic relationship between a student and an employee or faculty.
f) A pattern of conduct that would cause discomfort and/or humiliation to another individual, including, but not limited to:
    i. Physical conduct—including unnecessary touching;

ii. Verbal conduct-including, for example, remarks of a sexual nature about a person's clothing or body; sexual slurs, threats, derogatory comments, sexually degrading descriptions, remarks about sexual activity or speculations about previous sexual experiences; spreading sexual rumors, graphic comments, or overly personal conversations;
iii. Visual conduct—including, for example, leering, sexual gestures, or the display of sexually suggestive objects, pictures, language, cartoons, or jokes;

g) Use of electronic means, including the Internet and e-mail system, to transmit, communicate, or receive sexually suggestive, pornographic, or sexually explicit pictures, messages, or materials.

B. ***Sexual Violence***: Sexual violence involves conduct relating to an actual, attempted, or threatened sexual act against a person's will or where a person is incapable of giving consent (due to age, use of drugs or alcohol, or because of an intellectual or other disability). Sexual violence includes rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Examples include "date rape" or "acquaintance rape." Acts of sexual violence may also constitute violations of criminal or civil law, subject to prosecution.

C. ***Consent****:* agreement, approval, or permission that is given knowingly, willingly, and voluntarily by a competent person. Consent can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption, or being asleep or unconscious.

D. ***Retaliation****:* Retaliation occurs when intimidation, threat, coercion, or other discriminatory action is used against an individual who has brought a concern or reported a possible violation of a federal civil right or school regulation. This includes formal or informal reports of a violation and reports regarding a violation of an individual's rights or the rights of others.

E. ***Dissemination of Policy****:* This policy shall be disseminated to the LSA community through publications, websites, student orientations, and other appropriate channels of communication. It is the responsibility of the division administration to ensure that the policy is disseminated and implemented. The Administrative Council provides oversight and leadership for activities involving compliance, coordination, and complaint resolution.

ISSUES CONCERNING THIS POLICY

Students and members of the LSA community should contact administration, in order to:

1. Seek information or training about students' rights and courses of action available to resolve reports or complaints that involve potential sexual harassment, discrimination, or sexual misconduct;
2. File a complaint or make a report of sexual harassment, discrimination, or sexual misconduct;
3. Notify LSA of an incident, policy or procedure that may potentially include sexual harassment, discrimination or sexual misconduct;
4. Get information about available resources (including confidential resources) and support services relating to sexual harassment, discrimination, and sexual misconduct; and
5. Ask questions about the LSA's policies and procedures related to sexual harassment, discrimination, or sexual misconduct

Procedures for Reporting and Responding to Complaints of Sexual Harassment, Discrimination and/or Sexual Misconduct

LSA encourages students who believe they have experienced any form of sexual harassment, discrimination or sexual misconduct of any nature to report such conduct promptly, to seek all available assistance, and to pursue an equitable resolution of the incident(s). Procedures have been established to provide a supportive process for students who report harassment and to ensure an equitable process for individuals accused of discriminatory conduct. These procedures reflect LSA's efforts to conduct timely, thorough, and equitable investigations. A written complaint will need to be filed. We also have a confidential reporting system that can be accessed through our school website.

FILING A WRITTEN COMPLAINT

Individuals are reminded that reporting sexual misconduct is a personal and professional responsibility. The procedure is as follows:

1. Report the incident in writing to a school administrator. Written complaints should be filed as soon as possible from the date the incident occurred, though delay should not be seen as an excuse for not reporting.
2. Written complaints should include, as far as possible, the following information:
    a. Name, address, telephone, or other contact information of the person making the report;
    b. LSA affiliation of the person making the report: student, employee, faculty, third party;
    c. Date of alleged violation;
    d. Location of alleged violation;
    e. Person(s), name and title, of the alleged harasser;
    f. Description of what happened;
    g. Other relevant information: if you previously reported this matter, including name and departments of all other persons with whom you have discussed this matter; and
    h. Signature and date.

INVESTIGATION AND CORRECTIVE ACTION

Initial Response and Inquiry

The appropriate LSA administrator or administrative designee shall conduct a prompt, thorough, and impartial inquiry into any reports of sexual harassment and/or physical sexual misconduct. Immediate and appropriate steps will be taken to investigate or otherwise take measures that are reasonably calculated to end any form of sexual misconduct, whether or not a formal complaint has been initiated.

Involvement of Law Enforcement

Law enforcement may be called to mediate or investigate the incident when appropriate. Parents will be notified if it becomes necessary to involve law enforcement. The administrative committee will determine possible disciplinary consequences for any student involved.

Mandated Reporting

All LSA employees are **mandated reporters**. Depending on the nature of the allegations, staff may be required to report all details of an incident to law enforcement, including the identities of both the victim and the alleged perpetrator.

Consent and Investigation Process

LSA will make every effort to obtain consent from the individual filing the complaint before beginning an investigation. However, there may be circumstances where LSA deems it necessary to proceed with an investigation, even without the complainant's consent, in order to maintain a safe and nondiscriminatory campus environment.

Evidence and Updates

Both parties will be permitted to provide witnesses, documentation, or other relevant evidence to support their claims or defenses. The parties will also receive periodic status updates throughout the investigation process.

CONFIDENTIALITY

LSA shall protect the privacy of individuals involved in a report of sexual misconduct to the extent required by law and LSA policy. Anyone requesting confidentiality shall be informed that complete and total confidentiality may not be possible and that, depending on the nature of the alleged misconduct, some level of disclosure may be required, especially in situations alleging sexual violence.

RETALIATION PROHIBITED

All reasonable action will be taken to prevent retaliation against the complainant, witnesses or anyone cooperating with the investigation.

DISCIPLINARY ACTION

Any student who is found to have engaged in sexual harassment, discrimination, or sexual misconduct, is subject to disciplinary action, up to and including dismissal or expulsion. Some examples include but are not limited to the following: initiating unwelcome communication with another person on any computer or phone communication system, communicating or posting unauthorized and unwanted content about another person on any computer or phone communication system, or falsely representing oneself as another person on any computer or phone communication system.

OTHER

All other forms of harassment that deliberately infringe upon a student's right to come to school and learn in a positive atmosphere will be immediately addressed by the school.



SUBSTANCE ABUSE POLICY

Drug, Alcohol, and Tobacco Policy

La Sierra Academy believes in and promotes a **drug-free school environment** and does not tolerate the use or possession of:

- Controlled substances without a prescription
- Illegal drugs
- Tobacco or nicotine products (including vaping)
- Alcohol of any type

This policy applies **on and off campus.** Any violation will be referred to the **Administrative Committee** and addressed according to the **Discipline Policy.**

Voluntary Intervention Program

Because La Sierra Academy seeks to educate and support students in all aspects, a **voluntary intervention program** is available.

- A student who **voluntarily seeks help** by approaching any faculty member for support in becoming free from controlled substances, drugs, tobacco/nicotine (including vaping), or alcohol will be offered assistance **without disciplinary consequence.**
- This program is designed to provide guidance, accountability, and connection to resources for recovery and success.
- Voluntary intervention must occur **before a disciplinary incident or investigation is underway** in order to qualify.

Intervention Program

The Intervention Program is designed to provide support and accountability for students who voluntarily seek help in overcoming substance use. Participation in this program is a **one-time option** for students at La Sierra Academy.

Program Steps

1. The student contacts any faculty or staff member to request assistance.
2. With the student's consent, the faculty or staff member notifies administration.
3. Administration refers the family to an **off-site intervention program.**
4. The student may not return to classes until an appointment with a licensed therapist is verified.
5. Administration may establish a **behavior agreement** outlining steps necessary to remain enrolled at LSA. The behavior agreement is reviewed by the student and parent(s), who must choose to accept or reject the terms.
6. The student will be placed on **citizenship probation** and certain privileges may be suspended until improvement is demonstrated and the intervention program is successfully completed.

7. The student must agree to **random drug testing** at least once, with the possibility of additional tests at the discretion of administration. Families are responsible for all testing costs. Testing must occur within the timeframe set by administration.
8. If the student or family refuses to comply with the behavior agreement, the student may be asked to withdraw from LSA.
9. If the student is found to be using illegal substances or violates any portion of the behavior agreement while in the program, the student will be asked to withdraw immediately.
10. All fees for assessment and/or treatment are the responsibility of the student's parent(s) or guardian(s).

Completion of Program

- Upon completion, the student must remain **drug-free through graduation.**
- All records related to the intervention program will be **destroyed upon graduation.**

CONSEQUENCES FOR STUDENTS FOUND IN VIOLATION OF SUBSTANCE ABUSE POLICY

If there is reasonable suspicion or evidence that a student has used drugs or alcohol and they have not voluntarily come forward seeking help, **Level III disciplinary action** and the consequences outlined in the **Discipline Policy** will immediately apply. This includes **mandatory participation** in the Intervention Program previously outlined.

MANDATORY DRUG TESTING

When there is reasonable suspicion that a student has been involved in drug-related activity, the following procedures will be followed:

1. Administration will escort the student to the School Office.
2. A **parent meeting** will be requested immediately.
3. Parents will be required to take the student to a lab **designated by administration** for drug testing.
4. The student must be tested **within 12 hours** of leaving campus.
5. The type of drug test will be determined by administration.
6. The student will not be permitted to return to class or participate in any school activities until the drug test has been completed and verified by administration.
7. Administration will notify the student and parent(s) when the student is cleared to return to school and activities.

Failure to Comply

- If parents decline to have their student tested, fail to comply within the allotted time, or refuse the type of test requested, the student will be asked to withdraw from school.
- If the test is **positive** or results are not released to the school, administration will ask the parent(s) to withdraw the student.

- If the test is **negative** or **inconclusive,** administration will evaluate the totality of evidence—including the test results—before determining further disciplinary action.
- A negative or inconclusive test, combined with supporting evidence, may allow the student to remain in good standing at La Sierra Academy.

Confidentiality

All drug testing and related records will be handled with **strict confidentiality** by the administration.

Definitions of Drug-Related Terms

Possession and/or use of any of the following are prohibited on or off-campus:

- Controlled substances, illegal drugs, tobacco/nicotine, alcohol, and all related products and/or paraphernalia.

- Examples include, but are not limited to:
    - Alcohol in any form, including alcohol contained in food or candy products
    - Any controlled substance or drug not prescribed by a licensed physician for the student
    - Cigarettes, cigars, chewing tobacco, pipes, lighters, bongs
    - E-cigarettes, vape pens, Juuls, Suorins, vaporizers, hookah pens, drip tips
    - Dabs, dab pens, wax pens, vape pods, chargers, batteries, extractors, cartridges, atomizers, cartomizers, clearomizers, tank systems
    - Marijuana, rolling papers, clips, cannabis oil, hash oil, hemp oil, substances containing THC, and edibles
    - Chemicals, drips, e-juice, e-oil, and related containers (including vials and bottles)
    - Any item containing or with trace amounts of a controlled substance, illegal drug, tobacco/nicotine, or alcohol residue

Prescription Use

Use of a medication prescribed by a licensed physician, taken in accordance with the physician's instructions, shall not be considered a violation of this policy.

SUSPENSION, APPEAL, WITHDRAWAL, READMISSION TO LSA

SUSPENSION

Discipline matters deemed severe enough to warrant action by the High School Administrative Committee are considered serious and may begin a process that could lead to a student's dismissal.

- **Progressive discipline** will generally be applied; however, in some circumstances progressive steps may not be appropriate, and **immediate removal** from school may be necessary.

At this stage, La Sierra Academy may also consult with the SECC Education Superintendent.

Discipline matters deemed severe enough to warrant action by the High School Administrative Committee are considered serious and may begin a process that could lead to a student's dismissal.

- **Progressive discipline** will generally be applied; however, in some cases progressive steps may not be appropriate, and **immediate removal** from school may be necessary.
- La Sierra Academy may consult with the **SECC Education Superintendent** when determining next steps.
- Suspensions typically range from **1 to 5 days** and are issued at the discretion of the Administrative Committee.
- While serving a suspension, the student may not be on campus without the **express permission of a campus administrator.**

The student may not participate in any **school-related or school-sponsored activities** during the suspension period.

REDEMPTION
Each student begins the school year with **zero demerit points**. Demerit points accumulate throughout the year and may result in disciplinary consequences if behavior concerns persist.

If a student completes **six consecutive weeks of school** without receiving any additional demerits following an incident, the total number of demerit points will be **reduced by 50%** by administration. For each additional six-week period without new demerits, the remaining points will again be reduced by half. This process continues until the student's demerit balance reaches zero.

Exceptions
Serious offenses—such as cheating or other **Level III incidents**—that result in a **Behavior Agreement** will **carry over from year to year**. Repetition of any Level III or higher incident may result in the student being **asked to withdraw from LSA**.

CRIMINAL ACT
If a student is convicted of violating a criminal statute, on or off campus, the student will be asked to withdraw from school. La Sierra Academy reserves the right to involve the police and/or other law enforcement agencies when deemed necessary.

ADMINISTRATIVE AUTHORITY
If deemed necessary, the Administration can suspend a student for up to ten school days; in addition to assigning demerit points. Any class assignments given to students during suspensions will be completed within the same number of days that they were suspended after they return to class.

APPEAL PROCESS
Any appeal (by a student or parent) regarding a disciplinary decision made by the school must be made within 30 days from the date that the final decision took effect. It must follow the procedure as outlined in the Pacific Union Education Code:

1. Submit the appeal in writing to Administration and work toward a resolution that will end the appeal. ***While the appeal is being reviewed, the student will not be allowed to visit/be on campus or attend any school activity***
2. Only the parents and student will be permitted to meet with the Administrative Committee and work toward a resolution that will end the appeal

Parents may submit an appeal in writing to the La Sierra Academy Personnel Committee, a sub-committee of the school board. This is the final step and this committee determines the final outcome; if the committee upholds the discipline committee's decision, this will become an expulsion on the students record, this would result in expulsion from LSA. The parents and no other person(s) may be permitted to attend this meeting except with the express permission of the chair of this committee.

WITHDRAWAL / EXPULSION

A student may be requested to withdraw from school at any time if the student's behavior, attitude, or influence is determined by administration and faculty to be detrimental to students and/or faculty. If the student refuses to withdraw, he/she will be recommended for expulsion, and his/her case will be reviewed and decided by the school board's personnel committee. A student who has been asked to withdraw or is expelled may not be allowed to visit the school campus or attend any school activity for the remainder of the school year. He or she may re-apply for admission after attending another school for at least one calendar year from the date of withdrawal, and gaining a good reference from the school they attended.

READMISSION TO LA SIERRA ACADEMY

Any student who has been asked to withdraw or is expelled shall be allowed to apply for readmission one calendar year from date of withdrawal. If a student desires to be readmitted to LSA, they shall submit a written statement to administration, who shall recommend admission or non-admission. The statement should include:

- Reasons the student wants to return and why the request should be considered.
- Evidence which supports the request; and
- A supporting statement from the parent/guardian and others who may have assisted the student.

STUDENT LIFE

SCHOOL CLUB POLICY

Students may petition to have a club on campus. Any club established at La Sierra Academy must reflect the values and standards of the school; and the Seventh-day Adventist church tenets. Adhering to the Pacific Union Education Code, the school clubs …

C28-124 Clubs and Special Groups Clubs and other special groups may be organized as student and staff interests, needs, and abilities may warrant. To obtain authorization for such an organization:

A. Board, administration, and staff approval must be acquired.

B. Purposes, objectives, or goals must be clearly stated, and these purposes must be in harmony with the philosophy and objectives of the school.

C. Officers must meet the standards required of student body officers or class officers.

To establish a club at LSA the following steps must be met:

- Find full-time faculty member to be the advisor of the club
- With the consultation and supervision of the advisor, format club objectives
- Clubs must be established before the end of the first semester; no clubs may be formed after the end of the first semester.
- In order for a club to be included in the yearbook, it must be approved and active during the previous school year.
- All petitions for new clubs are taken to the LSA Administrative Council and then the School Board for final approval

JUNIOR HIGH LEADERSHIP ELIGIBILITY

Leadership at La Sierra Academy is a privilege. To be eligible for election to be an 8th Grade Class Officer or in the National Junior Honor Society, the students must have:
Students not meeting these criteria may be removed from office.

Academics:

- 2.0 GPA and above
- No F's or Incomplete recorded on their 7th or 8th grade report cards

Citizenship:

- *Citizenship grade of "B" or better*
    - *No suspensions during the previous and current quarters*
    - *Must attend 80% of their classes each quarter*
    - *No referrals due to excessive tardiness*
    - *Approval from the principal and faculty*
    - *Required annual community service hours must be current.*

NATIONAL JUNIOR HONOR SOCIETY
Students who maintain a cumulative GPA of 3.7-4.0 at the end of 3rd quarter in 8th Grade, have had a leadership role **and complete a minimum of 25 hours of community service each year by the end of the 8th grade school year)** are recognized as National Junior Honor Society (NJHS) members.

HIGH SCHOOL LEADERSHIP ELIGIBILITY
Leadership at La Sierra Academy is a privilege. To be eligible for election to a Student Association Office, a Class Office, or a Club Office, the student must have:

- ***Citizenship- Citizenship grade must be a B or better from the current and previous semester.*** No suspension, probation, ongoing behavioral issues during the previous and/or current semester. Attendance and Community service are a part of the student's citizenship grade.
- ***Cumulative GPA of 2.00*** *or above with no F's in the current or previous semester*
- ***No incompletes recorded on their transcripts***
- ***Residency*-*** 1 year prior to the term in which the office will be held. Must be a full-time student.

*There are no residency requirements for freshman offices.

NOTE: Continued eligibility is checked at the end of each quarter. Student officers who are no longer eligible will be handled according to Article VII, Section 4 of the Student Organization Constitution. "Forfeiture of Office"

HIGH SCHOOL STUDENT ASSOCIATION
Every enrolled student is a member of the Student Association of La Sierra Academy (SALSA). All meetings are conducted in harmony with the SALSA constitution. The **Executive Student Council** is the governing organization of SALSA. All meetings are conducted in harmony with the student organization constitution. The **Student Senate** is the Legislative organization of SALSA that includes senators from each respective class. Student Senate meetings are open to all members of SALSA.

A student may hold only one major office (SALSA or Class) at any time. A student may hold two minor offices (Campus ministry leaders, clubs or other organizations) or one minor and one major office at a time.

**Students elected for SALSA are required to be present and available to report for duties the week prior to school starting.*

HIGH SCHOOL NATIONAL HONOR SOCIETY
National Honor Society (NHS) Eligibility and Expectations
The National Honor Society is open to juniors and seniors who meet the following criteria:
- A minimum cumulative GPA of 3.7
- At least 70 hours of community service completed by the time of application in junior year
- No course grade lower than a B–
- A citizenship grade of B or higher
- Completion of all Honors Diploma requirements

NHS members participate in educational enrichment activities, including field trips, and are required to complete an additional 10 hours of community service each year.

ASSEMBLY/WORSHIP

Worship services and assemblies are very important for spiritual growth and for building school spirit. Courtesy and appreciation should be shown to all speakers, performers and program participants. Students demonstrate respect by not sleeping and by not bringing books, notebooks, or other materials for studying or reading to worship or assemblies. These items may be confiscated by teachers during worship and turned into Administration. Students can collect items from the school office after worship. The fire code does not allow students to bring backpacks into the Chapel. Please store all books and school materials in your locker during assembly and Chapel.

BIRTHDAYS, CELEBRATIONS AND FOOD ON CAMPUS

Food that is brought should have a list of possible allergens or be store bought with the list of ingredients on the packaging. This is regarding class parties, birthday treats, celebrations, class treats, sharing of food. Food being brought into school will need to be pre-approved by the teacher (K-6) or administration (7-12), and as always we encourage healthy snacks. Non-food items, vs food items, are highly encouraged.

Food must be served in the area as pre-arranged with the teacher/administrator. There must be enough snacks/treats available to serve each student, within a given classroom, who may wish to participate. Any **balloons, signs, banners, flowers or gifts will be kept in the school office until after school**. Photography of students during these events is ***not*** permitted. **Gum is not permitted on the K–12 campus at any time.**

FACTS/RENWEB

La Sierra Academy uses a web-based student information system called FACTS (Formerly RenWeb), and Google Classroom. Students and parents both have access to these portals that allow them to check grades, attendance, selected course materials, and general information. Access information will be distributed at the beginning of the school year and should be kept confidential.

SCHOOLPASS

La Sierra Academy uses SchoolPass as its Visitor Management and Attendance System. In order for any visitor to access our campus, they must first clear via the Visitor Management System in the Administration Building. Students arriving late or leaving early are required to scan in and out of campus using an ID badge or number. Parents can have access to the SchoolPass App, where they should report absences, late arrivals, and early dismissals for their students, the day of and for future dates.

CLOSED CAMPUS POLICY

La Sierra Academy maintains a **closed campus** to ensure the safety and security of all students. Students are required to enter and exit the campus only through designated gates during school hours or school-sponsored events.

Students must remain on campus throughout the school day and are **not permitted to leave for lunch**. Any student who leaves campus without prior authorization will be considered **truant**. Parents will be notified, and the student will be subject to the disciplinary consequences outlined in the **Discipline Policy**.

In cases of **illness, emergency, or an approved appointment**, students must obtain permission to leave through the **LSA Administration Building** and **sign out** before departing. This procedure ensures that the school is aware of every student's location during school hours.

Students may **not bring visitors** onto campus without prior approval from the administration. Parents are encouraged to review and understand this policy to help reinforce student safety and accountability.

HOME PASS

Home Pass is available to seniors only who have completed their required courses for the day and do not have a scheduled class, study hall, work period, or other school responsibility during the final period(s) of the day. Eligible seniors may leave campus with parent/guardian permission and administrative approval.

Juniors are not eligible for a Home Pass. Juniors who do not have a regularly scheduled class during the afternoon will remain on campus and will be assigned to an available class, study hall, work period, academic support period, or other approved school activity.

An exception may be made for juniors who are enrolled in an approved dual-credit course that requires them to leave campus during the school day.

A parent or guardian must **complete and sign a "Not on Campus" form in person** at the **Registrar's Office** before this privilege is granted.

Home Pass is a privilege and may be revoked at any time based on attendance, academics, behavior, or failure to follow school expectations.

CLASS ORGANIZATION

Class organizations provide opportunities for student activities and for student officers to develop leadership skills. Every student is classified in one of the four classes and is required to pay the basic dues for the class.

Freshman Class – All first-year students are eligible to participate in freshman class meetings and activities. Freshman class officers are elected in the spring of their 8th grade year.
Sophomore Class – All second-year students are eligible to participate in sophomore class meetings and activities. Sophomore class officers are elected in the spring of their Freshmen year.
Junior Class – All third-year students and second-year, second-semester-accelerating students are eligible to participate in junior class meetings and activities. Junior class officers are elected in the spring of their sophomore year.

Senior Class – All fourth-year students and acceleration students who will have at least 180 units of credit during the current year are eligible to participate in senior class meetings and activities. Senior class officers are elected in the spring of their junior year. All seniors must be enrolled in at least 5 classes unless approved by administration.

Supervision of Class Activities – it is required that ALL class activities be approved and supervised by a Faculty sponsor. This includes program and event rehearsals and set up (Senior Presentation, Junior/Senior Banquet Announcement, etc.).

COLLEGE DAYS VISITS

Besides the one-day visit for juniors to La Sierra University, juniors and seniors will be allowed to attend Pacific Union College and Oakwood University visitation events per year under the School Related Absence attendance excuse. Any further college visits will be counted as absences against the minimum absence rule.

STUDY HALL/WORK PERIOD

- Students are to stay in the assigned study hall or work period for the duration of the class period.
- Students wishing to work during their study hall must turn in a "Add/Drop Form". This form must be signed by his or her work supervisor.

STUDENT HEALTH

A student who becomes ill during school hours will be sent to the school office. If necessary, school personnel will contact parents to take the student home.

MEDICATIONS

State law (California State Education Code, Section 49423) requires schools to adhere to strict guidelines concerning student medications. Prior to school administering any medication, the Authorization of Medication Administration form must be completed and on file. Such medication must be delivered to the school in the original container as delivered by the pharmacy to the parent or pupil, and it must bear the original pharmacy label. Under Section 26027 of the Health and Safety Code, this label must contain the name and place of business of the seller, the serial number and date of such prescription, the name of the person for whom such drug is prescribed, the name of such member of the medical profession who prescribed the drug; and must bear directions for use as prescribed by such member of the medical profession.

LSA Personnel will **not dispense non-prescription medications with a blanket statement** from a parent or legal guardian.

Student Medical Conditions **-** It is the responsibility of the parents to inform the school if their child has any medical conditions, which may warrant more attention (allergies, chronic illnesses or any physical limitations). It is prudent for parents to meet with administration to inform them of student medical needs and any special medical instructions. A Self-Medication Consent form should be on file for

students who need emergency medications such as inhalers, Epi-pens, and insulin. Students may carry it in their backpack with a doctor's note or a prescription label attached.

Communicable Diseases **(**We follow the SECC Redbook Policy) - When students are diagnosed with a communicable disease, please do not send them to school. Please notify the school office when your child has been diagnosed, by a licensed medical practitioner, with a communicable disease. Such illnesses or communicable diseases include, but are not limited to: chicken pox, measles, mumps, conjunctivitis (pink eye), influenza, Covid-19, hepatitis, impetigo, or tuberculosis. LSA parents will be notified if their child, while on our school campus, has been exposed to a reportable communicable disease. Furthermore, your student is not to attend school if they have any of the following health issues:

- Persistent coughing: deep, barking, congested or productive of colored mucus
- Colored drainage from eyes, ears, other part of the body
- Rash or rash with fever - new or sudden
- Vomiting within 24 hours prior to attending school
- Diarrhea: 3 loose or watery stools in one day, within 24 hours prior to the beginning of school hours
- Fever of 100.5 degrees Fahrenheit (orally) or greater within 24 hours of attending school without use of Tylenol or other fever-reducing medication (acetaminophen, ibuprofen, etc.)
- Strep throat diagnosed by health care
- If an antibiotic has been prescribed and treatment has not begun 24 hours before attending school
- Symptoms of a possible communicable disease.

COUNSELING SERVICES

We outsource any non-academic counseling services and post an updated list of recommended services on our website. Our school registrar and high school lead teacher can provide services that are available to all students and their parents. Some of the services are:

1. **Educational Counseling**
    - Students struggling in school are contacted by the teacher or administrator and an effort is made to help them in any way possible.
2. **Career and College Counseling**

    The high school lead teacher provides the following career guidance service:
    - Information about scholarships and entrance requirements to colleges, schools of trade, etc. is shared with the students.

PETS ON CAMPUS

La Sierra Academy does not allow pets on campus. We ask that this guideline be respected and followed. Pets may be allowed for educational purposes, for a short duration of time with permission from administration. We may ask that the pet be escorted from the campus immediately. Please know we must also consider the allergies of our students, before pets are allowed on campus.

DISASTER DRILLS

La Sierra Academy has an Emergency Operations Plan (EOP), which outlines, among other things, fire, earthquake, and lockdown drills. Campus-wide drills are regularly held. Two steel bunkers house main emergency equipment: a generator, first-aid supplies, blankets, food, and water.

In the event of a disaster or emergency, we will do everything we can to make the transfer as calm, orderly and helpful as possible. Please refrain from calling or coming on campus until we have notified you that we are cleared for pick up. Additional people on campus can contribute to more security concerns. Also, please do not encourage your child to use their cell phones/technology to communicate with you during an emergency for your child's safety.

Our Education District Office is notified when an actual emergency occurs on our campus. They are also contacted when the emergency is over. The La Sierra Academy Administrative team reviews the protocols for emergency procedures and other safety drills as needed and involves local emergency responders in this process.

LOCKERS

As a convenience to students, the school provides personal and physical education lockers for each student. The administration reserves the right to inspect these lockers at any time. Students are urged to use these lockers and not their cars for storing all their academic and personal items.

PE LOCKER ROOMS

The locker room is to be used only during the beginning and end of a student's PE class. The doors will be locked during class time and when the gym is not being used for classes. Locker rooms are off-limits for students unless they have a PE class. Students must place all valuables, such as wallets and purses, in their assigned locker. Each student is responsible for securely closing his or her locker and never sharing the combination with anyone.

BACKPACKS

Backpacks are for the storage and transport of school-related items and personal effects. With reasonable suspicion, the administration reserves the right to inspect a student's backpack at any time. The school is very limited in its ability to track down items stolen from backpacks left unattended. In an effort to motivate students to care for their backpacks and personal effects, the administration may do a periodic sweep of the campus to pick up any unattended items. Students will need to go to the office to retrieve their backpacks. Parents will be notified and enlisted to help students care for their belongings.

LUNCH DELIVERIES

NEITHER STUDENTS NOR PARENTS may use any food delivery service for the LSA campus (this includes the parking lots surrounding the campus) during school hours (7AM - 4PM). If you have food delivered to campus, you will receive a level 1 conduct consequence.

LUNCH FACILITY

The school cafeteria provides food items for sale for lunch and for snacks. Students are expected to maintain order when buying food and to respect the rules and regulations of the cafeteria staff. Students are expected to only buy snacks within the time allowed in between class and not during class time, chapels or assemblies.

Students are encouraged to eat outside at the provided tables. During rainy, cold, extreme weather, or heat, teachers will open up classrooms for students. Whether eating inside or outside, all students are expected to **dispose of their trash in the provided trash receptacles** and maintain a clean campus.

FIELD TRIPS

Field trips are official school events. However, before any student can attend a field trip, a *Field Trip Permission Slip* must be completed and signed by the parent or guardian. **Siblings of students will not be allowed to attend ~~grade specific~~ field trips.** Our field trips are an extension of class curriculum and are not designed as a family trip.

OVERNIGHT TRIPS

Tour/Trip Directors will provide details of cost and itinerary that include dates for payments and deadlines for refunds. Students must be financially cleared by the school business office before being allowed to go on a trip.

VEHICLES AND OTHER TRANSPORTATION WITH WHEELS

The following regulations apply to all motorized vehicles, including mopeds and motorcycles, used by students as transportation to and from school or on school activities.

- All motorized vehicles must be registered, authorized and assigned a parking space. The student must have a valid vehicle license and meet California State insurance requirements. **The school does not assume responsibility for damage or loss.**
- Vehicles are not to be used during school hours except by parent and administration authorization.
- There is to be no loitering in or around the vehicles in the parking lot.
- School permission will not be granted to a student to leave campus in a borrowed vehicle or to ride with anyone other than his/her parents or immediate family member. Prior arrangements must have been made by parents and approval given through the Principal's Office.
- Students are to respect campus parking regulations and operate vehicles in a safe and legal way.

Bicycles and Scooters

Bicycles/scooters should always be walked on the school grounds and placed in the racks provided. Students found riding their bikes or scooters on the school grounds may lose the privilege of having a bike or scooter at school. A lock is recommended for each bicycle/scooter. La Sierra Academy is not liable for any loss of or damage to bicycles.

Wheeled Devices
Skateboards, rollerblades, Heelys, and other wheeled devices are not allowed on campus at any time. If used for transportation to school, they must be stored in the office.

Any violation to the above policy may result in disciplinary action.

SCHOOL SPIRIT

A positive and wholesome school spirit is essential to the life of La Sierra Academy and should be actively promoted by all students, classes, and school organizations. True school spirit is demonstrated through respect, kindness, courtesy, and cooperation in all interactions—whether personal, interclass, or schoolwide.

Behaviors that claim to reflect "school spirit" but involve the destruction of property, boisterous or inappropriate conduct, or any form of hazing, humiliation, or disrespect toward another student, group, or staff member are not permitted. Such actions are inconsistent with the values of good sportsmanship and Christian character and will result in disciplinary action.

CARE OF PROPERTY

Students attending LSA must protect and care for all personal property. Students are expected to respect all school, teacher, and staff property. Students are also expected to respect the personal property of other students.

- Students may not be in any school building or outside area without the supervision of a school staff member
- The school does not assume responsibility for a student's lost or stolen property while the students are on campus
- A student is expected to pay for damages he or she causes to school or personal property
- Students will be assigned lockers with combination locks. Unauthorized locks may be cut off without notice
- Locker displays are subject to the general regulations of the school. Students are urged to keep their lockers clean at all times and to avoid sharing their locker combinations with others. All changes in lockers must be made through the office. Intentionally defacing or damaging lockers (or any other school property) is the reason for immediate disciplinary action
- The school discourages students from bringing large amounts of cash to school
- The school is not responsible for musical instruments brought on to campus during school hours
- Lost and found articles should be turned in to the office where owners may claim their property. The school reserves the right to donate or dispose of articles not claimed after one quarter
- The school does not assume responsibility for damage or loss of personal property brought to or left on the school premises

PLACE OF RESIDENCE

All students admitted must have the direct supervision of their own parents or legal guardians. If a student plans to live with someone rather than a parent or guardian (at least 25 years of age), satisfactory arrangements must be made with the school administration prior to admission. The administration must be informed of a change of residency. Failure to do so or discovery of unacceptable housing could result in dismissal.

SUPERVISION

Parents are not to drop off their children at school before 7:00 AM. The LSA Grades 7-12 Campus closes at 4:00 PM. **There is no general supervision for students after this time for grades 9-12**. Students on athletic teams will be supervised by the athletic department during their scheduled practice time.

All students must be signed out by an authorized adult, when picking up a child on the elementary and junior high campuses. Supervisors and Homeroom Teachers have the class rosters and the Authorization Release List, to ensure students are entrusted to their parent's care or the proper guardians. Students are not to play anywhere on campus without direct faculty/staff supervision. La Sierra Academy will not be liable or responsible for injury sustained before and/or after supervised school hours.

Authorized Release: If a person comes to pick-up a student (K-8), and they are not on the Authorization Release List, we will not allow the student to be released to that individual, until we are able to acquire and verify authorization by the parent. We will ask for a legal I.D. to be shown if the adult is unfamiliar to the supervisors. **Older siblings must be 18 years of age or older to check out students.**

Parents may not leave vehicles unattended in the drive-through lane at any time. This includes quick stops to enter the Administration Building, drop off a lunch, deliver paperwork, or handle any other short errand. For everyone's safety and to maintain traffic flow, all parents must park in the Golden Avenue parking lot before coming onto campus.

Unattended vehicles left in the drive-through area for an extended period or parked anywhere other than the Golden Avenue lot may be tagged for towing.

If a parent needs to accompany a student to their classroom (for example, to deliver a project), they must park in the Golden Avenue parking lot, sign in at the Administration Building, and obtain a visitor sticker before entering campus.

BEFORE SCHOOL SUPERVISION K-12

Extended Care supervision is provided in the Chapel starting at 7:00 AM, Monday through Friday. At 7:30 AM K-6 students will be released from Extended Care to the Elementary White top supervised area until school begins. *Extended care fees apply.*

AFTER SCHOOL SUPERVISION K-12

K-8 students still on campus 30 minutes after dismissal will automatically be clocked into our LSA Extended Care program; which ends at 6:00 PM (Mon-Thur) and 4:00 PM (Fri). *Extended care fees apply.*

After school supervision for grades 9-12 is only provided until 3:30 PM Monday through Thursday and 1:00 PM on Fridays. *Extended care fees apply.*

Elementary: Grades K-6

- Students drop-off between 7:30 AM and 8:00 AM on the Pierce Street entrance and report to an LSA Supervisor in the morning, on the white top area.
- If a student is not in their classroom seat at 8:00 AM, he or she will be considered tardy.
- If tardy, the adult dropping off the student must sign them in at the Office; using SchoolPass.

Elementary Dismissal:

Monday through Thursday

Grades K-1: 2:30 PM
Grades 2-4: 2:45 PM
Grades 5-6: 3:00 PM

Friday

Grades K-3: 12:15 PM
Grades 4-6: 12:30 PM

Grades 7-12 Drop-off/Pick-up

- Students dropped off between 7:30 AM and 7:55 AM must enter through the High School gates. Students are required to stay in the designated supervised area (HS lunch tables and main quad) during that time.
- Students are to go to the front of the school to wait to be picked up. Supervision is only available until 3:30 PM.
- Junior High Students still on campus, after 3:30 PM Monday through Thursday and 1:00 PM Friday, will automatically be clocked into our Extended Care program; which ends at 6:00 PM (Mon-Thur) and 4:00 PM (Fri).
- For High School students who remain on campus for 8th or 9th period classes, supervision ends at the end of their class.

STUDENTS ENROLLED IN AFTER SCHOOL PROGRAMS

K-8 students will be taken to and checked into Extended Care 30 minutes after the scheduled end time of their after school program (such as music, sports or other school activity). If students are not picked up in a timely manner, an additional fee of $2 per minute will be charged to student accounts. For the safety of our students and staff, after one hour after closing time if parents/guardians, or any other contact listed under the student's emergency contacts, can't be reached, Riverside County authorities may be called. If an unforeseen event occurs, please contact Extended Care directly to notify them of your situation (951-351-1445 ext: 170).

SCHOOL SEARCH POLICY

The school search policy is effective for all students attending LSA. This policy is designed to balance the privacy of the individual student while allowing school officials to maintain a safe environment for all students. Preventing prohibited items including weapons, drugs, alcohol, and other unsafe or inappropriate materials.

- The school administration reserves the right to conduct a search of students property, including cars parked on campus, overnight bags and personal belongings (including backpacks, purses, luggage, phones, or other electronics) for objects, materials, or evidence deemed non-compliant with the school rules and regulations, or which threaten the safety of the school or its students
- School owned and controlled areas (including lockers, desks, computers, and other electronic devices, and storage area) may be searched without cause even if containing personal belongings of students.
- A limited search of the person of the student may be conducted by a teacher or administrator based on reasonable suspicion that the search will find contraband or evidence of crime.

STUDENTS OF AGE

Students, who turn 18 years of age prior to graduation from La Sierra Academy, surrender their non-minor rights while on campus or during any school-related activity. They are required to abide by all school rules and policies. This includes, but is not limited to, the signing of attendance irregularity notes, permission slips, off-campus privilege forms, and parent-teacher communication forms, all of which require parental involvement, approval, and signature.



TECHNOLOGY GUIDELINES AND INTERNET SAFETY POLICY

The use of technology is a privilege and an essential component of LSA's overall curriculum. LSA will, from time to time, make determinations on whether specific uses of technology are consistent with LSA policies for students and employees of LSA, but does not warrant that the technology resources will meet any specific requirements of the student or other users, or that it will be error-free or uninterrupted. LSA reserves the right to monitor and log technology use, monitor file server space utilization by users, and to examine specific network usage (as deemed necessary) for maintenance, safety, or security of the technology resources or the safety of the user.

It is the policy of La Sierra Academy to:

- Prevent user access over its computer network or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications
- Prevent unauthorized access and other unlawful online activity and damage to school resources
- Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors
- Comply with the Children's Internet Protection Act (CIPA) [Publ. L. No. 106-554 and 47 USC 254(h)]

ACCESS TO INAPPROPRIATE MATERIAL

To the extent it is practical, technology protection measures ("Internet filters") are used to block or filter Internet access or other forms of electronic communications containing inappropriate information. Filtering, or blocking, is applied to visual depictions of material deemed obscene, child pornography, or to any material deemed harmful to minors, as defined by the Children's Internet Protection Act. The filter serves to block minors from accessing inappropriate matters on the Internet and the World Wide Web.

The technology protection measures may be disabled only for bona fide research or other lawful purposes. Disabling technology protection shall only be performed by LSA IT Director, or its designated representatives, and is subject to administrative approval.

Additionally, it is the responsibility of all members of the staff to supervise and monitor the usage of the online computer network and access to the Internet to ensure that the same is in accordance with this policy. By using the filter program, as well as staff monitoring student use, LSA is attempting to provide a safe and secure medium by which students can use the Internet, World Wide Web, electronic mail, chat rooms, and other forms of direct electronic communications.

To the extent that it is reasonable, steps are taken to promote the safety and security of users of LSA's online computer network. Other inappropriate network usages, that LSA intends to eliminate, include:

- Unauthorized access, including so-called “hacking”, and other unlawful activities
- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors

By enrolling at La Sierra Academy, the parent and student agree:

- To abide by all LSA School policies relating to the use of technology
- That the use of technology is a privilege
- That the use of technology will be monitored and there is no expectation of privacy whatsoever in any use of the technology

The parent/student further agrees and understands that the user may have his/her privileges revoked or other disciplinary actions taken against them for actions and/or misuse such as, but not limited to, the following:

- Altering system technology, including, but not limited to, software and hardware
- Placing unauthorized information, computer viruses, or harmful programs on or through the computer system in either public or private files or messages
- Obtaining, viewing, downloading, transmitting, disseminating, or otherwise gaining access to, or disclosing, materials the school believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable
- Using technology resources for commercial, political, or other unauthorized purposes since the school technology resources are intended only for educational use
- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users
- Disrupting technology through abuse of the technology, including, but not limited to, hardware and software
- Malicious uses of technology through hate mail, harassment, profanity, vulgar statements, or discriminating remarks
- Cyber-bullying
- Interfering with others’ use of technology
- Installation of software without the consent of the school
- Allowing anyone else to use any account other than the account holder
- Other unlawful or inappropriate behavior

The user also acknowledges and agrees that he/she is solely responsible for the use of his/her accounts, passwords, and/or access privileges, and that misuse of such may result in appropriate disciplinary actions (including, but not limited to, suspension and/or expulsion), loss of access privileges, and/or appropriate legal action. The user must also know, and further agree to the following:

- Should the user transfer a file, shareware, or software that infects the technology resources with a virus and causes damage, the user will be liable for any and all repair costs
- The user will be liable to pay the cost or fee for any file, shareware, or software transferred or downloaded, whether intentional or accidental

- Should the user intentionally destroy information or equipment that causes damage to technology resources, the user(s) will be liable for any and all costs

Violation of this Technology and Internet Safety Policy is also a violation of the LSA Code of Conduct and may result in any other scholastic disciplinary action, other than those specifically set forth above, including, but not limited to, suspension or expulsion

LA SIERRA ACADEMY ACCEPTABLE USE POLICY

LSA 's information technology resources, including email and Internet access, are provided for educational purposes. Access to the Internet and computer resources is a privilege, not a right. Therefore, users violating this Acceptable Use Policy (AUP) may be subject to revocation of these privileges and potential disciplinary action. Adherence to the following policy is necessary for continued access to the school's technological resources:

1. I will respect and protect the privacy of others
    - I will only use accounts that have been assigned to me
    - I will not view, use, or copy passwords and data
    - I will not access networks or websites to which I am not authorized
    - I will not distribute private information about others or myself

2. I will respect and protect the integrity, availability, and security of all electronic resources
    - I will follow all network security rules and regulations
    - I will report security risks or violations to a teacher or network administrator
    - I will not destroy or damage data, networks, or other resources that do not belong to me
    - I will not use the school computer to stream audio or video unless I am doing so as part of a class assignment and I am monitored by a teacher or network administrator
    - I will conserve, protect, and share these resources with other students and Internet user
    - I will not use unauthorized websites to gain access to content otherwise blocked by the web-filtering device

3. I will respect and protect the intellectual property of others
    - I will not infringe copyrights I will not make illegal copies of music, games, or movies
    - I will not plagiarize
    - I will follow US Copyright Fair Use understanding
    - I will respect Creative Commons licensing

4. I will respect and practice the principles of community
    - I will communicate only in ways that are kind and respectful
    - I will report threatening or discomforting materials to a teacher

- I will not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass). I understand that participation in such activities, inside or outside the school, resulting in disruption to the learning environment, is subject to disciplinary action according to the school's code of conduct
- I will not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works)
- I will not use the resources to further other acts that are criminal or violate the school's code of conduct
- I will not send spam, chain letters, or other mass unsolicited mailings
- I will not buy, sell, advertise, or otherwise conduct business unless approved as a school project

CONSEQUENCES FOR VIOLATION

Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources. To help ensure that the use of technology is secure and conforms with this policy, administrators reserve the right to examine, use, and disclose any data found on the school's information networks; in order to protect school property or further the health, safety, discipline, or security of any student or other person. They may also use this information in disciplinary actions and will furnish evidence of a crime to law enforcement.

- Parents, please discuss these rules with your student(s) to ensure they understand them
- These rules also provide a good framework for your student(‘s) use of computers at home, at libraries, or anywhere

For more information, see www.cybercrime.gov

1:1 DEVICE POLICY

Students in grades 7–12 will be issued a school-owned device for academic use during the school year. Students will be responsible to bring their laptops fully charged each morning ready for use in the classroom. Laptops must be returned at the end of the school year or at withdrawal. Laptops should be kept in a protective case/sleeve. Students will be allowed to take the laptops home each night for homework purposes. Students must not make any alterations to the hardware or software configurations already set on the laptop. Laptops will be considered lost after missing five consecutive school days. Students/Families will be responsible for a damaged, lost, or stolen laptop/charger. The Computer Use Policy applies to these school-issued devices both on and off-campus

- Students must use the school-provided devices for class.
- Students are expected to bring their chargers daily.
- Students may store personal files on the computer, however, the school is not responsible for lost documents/files. There is limited space for students to store files on our server. Therefore, students

should store school-related documents in their documents folder, on an external USB drive, or in school-provided cloud storage. Students will not have access to any documents stored on their hard drives if the laptops fail and need to be switched out or re-imaged.

- The school will wipe out any information stored on the hard drive at the end of the year.
- A cleaning fee may be charged for defacing the Chromebook (stickers, pen marks, etc.).

EMAIL AND CLOUD ACCESS FOR STUDENTS

General student online account usage guidelines:

- LSA students are issued a La Sierra Academy email address through Google
- This address is utilized to communicate school business with the student. Students should check their school email daily. The student Acceptable Use Policy covers email as well as other technologies

Below is a general summary of guidelines related to email:

- Email is to be used for school-related communication
- Do not send harassing email messages or content
- Do not send offensive email messages or content
- Do not send spam email messages or content
- Do not send an email containing a virus or other malicious content
- Do not send or read email at inappropriate times, such as during class instruction
- Do not send emails to share test answers or promote cheating in any way
- Do not use the account of another person

Any electronic equipment that is not authorized for use by a teacher in class must be out of sight and not used during class.

PERSONAL DEVICE POLICY

- Personal devices, including tablets and laptops, are not permitted on campus unless specifically authorized by a teacher for academic purposes.
- La Sierra Academy is not responsible for any personal items that are lost, stolen, or damaged.

HEADPHONE & EARBUD POLICY

- Personal audio devices, including earbuds, are not allowed to be worn on campus during school hours
- If a staff member observes these items being used, they will be confiscated and held in the administrative office until a parent retrieves them.
- Over-the-head headphones may be used only when specifically instructed by a teacher for educational purposes.

CELL PHONES, SMARTWATCHES AND WEARABLE SMART DEVICES

Must be turned in to the first period or the office when the student arrives. They may be picked up at the end of their school day. The school office also collects phones for students arriving after school begins. It is suggested the office turn-in station be used if your child needs to be picked up early or needs to check-in with you during the day. **Please know, any loss or damage to a cell phone or smartwatch device is not the responsibility of the school.**

CONSEQUENCES FOR VIOLATION

1. **First Offense:** The phone or device taken by school personnel will be turned into the office. Parents must pick up the phone or device after school.
2. **Second Offense**: The phone or device taken by school personnel will be turned into the office. Parents must pick up the phone or device after school. Demerit points could be applicable.
3. **Third Offense**: The phone or device taken by school personnel will be turned into the office. Parents must pick up the phone or device after school and meet with an administrator. Two demerit points will be applicable and the phone or device will be kept in the office, during school hours, for a week. It must be turned into the front office.
4. **Fourth Offense**: The phone or device taken by school personnel will be turned into the office. Parents must pick up the phone or device after school and meet with an administrator. Five demerit points will be applicable and the phone or device could be kept in the office, during school hours, for up to four weeks.

SCHOOL PHONES

The classroom and office phones are for teacher use and are to be used by students only in emergencies. Each teacher has an extension with a voice mailbox so a student or parent can leave messages without interrupting a class.

VISITORS, VOLUNTEERS AND CHAPERONES

Volunteers/chaperones are chosen by the teachers and administration to meet the supervisory needs of the trip or event. We require parents complete all the necessary forms for volunteers and chaperones one week before participating on a field trip or event. This includes the *Background Check* and *Driver's License Check. This is completed through the school business office.* On overnight trips, excursions, working in the classroom on a daily basis (i.e. *Home and School*), parents must complete the *Live Scan* process. There is a fee to complete the Live Scan. Also, please note: Christian conduct, dress and influence should be used on our campus and during school sponsored activities. *(Education Code A20-116)*

Our school offers special events throughout the school year where our students and parents may serve and assist. Parents must complete the *Comprehensive Volunteer*; *School Volunteer Commitment* and *Transportation Information* forms, before participating as a chaperone or working on campus with students. This process protects our students.



HOME & SCHOOL

The mission of the *Home and School Association* is to work in support of the school, church and home. A partnership is created to inform and encourage parents and teachers to fulfill the mission of the school. Parents volunteer their services to work on committees organizing school functions, hosting events and fundraisers, offering special informational growth meetings, serving as room parents, driving for field trips and sharing their talents to enhance the program of the school.

Parents, teachers and administration work together to:

- Inform parents and stakeholders about activities and events at the school
- Encourage parents to cooperate with the school in building positive relationships between home and school
- Provide volunteer services as requested by the school
- Assist in providing the school with additional equipment and facility enhancements
- Promote and inspire stronger spiritual and educational values and goals for the school





ACADEMIC INFORMATION AND POLICIES

ACADEMIC INTEGRITY

We value all aspects of development of each member of this learning community, each member will pursue high standards of ethical behavior as well as scholarship. Students and faculty of La Sierra Academy pledge to uphold academic honesty and integrity for the purpose of creating trust, respect, and growth in all our academic endeavors.

HONOR CODE

La Sierra Academy holds the pursuit of knowledge in high regard. To support this endeavor, LSA believes that honesty, integrity, respect, and responsibility must be clear and demonstrable values among students, teachers, administrators, and parents/guardians. This Academic Honor Code outlines the basic requirements and responsibilities and is to be used as a guide for conduct in academic performance.

Honesty

- Tell the truth
- Present your own work only
- Give credit for all sources

Integrity

- Act in accordance with high moral principles
- Cooperate with efforts to maintain high moral principles
- Encourage high moral principles in others

Respect

- Consider each action as a chance to gain trust
- Create a community that values learning and learners
- Demonstrate self-respect

Responsibility

- Be willing to own what you do and say
- Embrace and advance the common good of La Sierra Academy
- Have the courage to do what is right

Plagiarism and cheating, in any form, are unacceptable at any time. La Sierra Academy expects that the grades students receive reflect, in the fairest possible way, the academic work they have completed. ***Academic dishonesty, cheating, or plagiarism will result in a Level II infraction (1 st and 2 nd offense) and Level III infraction (3 rd offense)***.

Definitions and Guidelines:

ACADEMIC INTEGRITY – is a commitment to the values of honesty, trust, fairness, respect, and responsibility in the academic process

CHEATING – Giving or receiving unauthorized assistance in any academic work or examination. Using or attempting to use any unauthorized materials, information or study aids in an examination or academic work. Using dishonest, deceptive, or fraudulent means to obtain, or attempt to obtain credit for academic work. Examples that may be considered cheating include but are not limited to:

- Passing off another student's work as one's own
- Using notes, aids, devices, or the help of other students on any academic work or tests
- Looking at or copying another student's homework, tests, answers, or allowing another student to copy one's own work or answers
- Obtaining answers from the internet, copying from the back of the book or changing answers
- Stealing tests, answer keys, or another's tests or papers
- Habitual absenteeism on test/assignment days
- Excessive outside assistance from a tutor, another student, source or individual to produce work or answers to substantially change the quality or accuracy of academic work

PLAGIARISM – Representing the ideas or language of others as one's own

- Using text from another source (e.g. web sites, books, journals, newspapers, AI assistants, etc.) without documenting the source
- Using a direct quotation from a text without quotation marks, even if the source has been cited correctly
- Paraphrasing or summarizing the ideas or text of another work without documenting the source
- Substituting a word or phrase from the original text while maintaining the original sentence structure
- Citing sources incompletely with the intention to deceive
- Using graphics, visual imagery, video, or audio without permission of the author of material or acknowledgment of the source
- Translating text from one language to another without citing the original work
- Obtaining packaged information (e.g. foreign language translation or a completed paper from an online source) and submitting it as one's own work without acknowledging the source

FALSIFICATION – Falsifying or inventing any information, data, or citation in any academic work

MULTIPLE SUBMISSION – Submitting substantial portions of any academic exercise more than once without prior authorization and approval of the teacher

LSA teachers try to create a learning environment that supports academic integrity and hold students accountable for complying with the Academic Integrity Guidelines.

<u>It is the student's responsibility</u>:

- To read, understand, and follow the Academic Integrity Guidelines
- To authenticate any assignment submitted to a teacher. Students must be able to produce proof that the submitted assignment is actually their own work by:
    - o Keeping copies of all drafts of work
    - o Keeping photocopies of research materials (including information from the internet)
    - o Keeping notes, note cards, source cards
    - o Keeping logs of work on assignments and papers
    - o Saving drafts or versions of assignments electronically under individual file names
- To include proper documentation by including one or more of the following:
    - o Following the school-approved documentation format per teacher discretion
    - o Submitting an "acknowledgment page" (when applicable) to credit help given by others (e.g. help that has been approved by the teacher giving the assignment)
    - o Using Works Cited and/or Reference pages accurately and appropriately
    - o Submitting only his/her own work

ACADEMIC MISCONDUCT CONSEQUENCES Students who cheat at La Sierra Academy will be subject to the following three-step consequences:

First Incident

- Zero grade on submitted work
- Administration and parent/guardian notification
- Demerits assigned and other Level II consequences (*see Discipline Policy*) that will affect Citizenship Grade
- If a student holds any office, they will be placed on leadership probation for a 10-week period
- Written contract signed in which the student commits to ethical practices and is informed of further consequences if a second offense occurs (These could include loss of current elected office, NHS membership, suspension, failing grade, etc.)
- Incident and consequences will be documented in the student's record

Second Incident

- Zero grade on submitted work
- Administration and parent/guardian notification
- Conference with the administrator, teacher, and parent/guardian
- Loss of any current elected office and club or team membership
- Demerits assigned and possible Level II consequences (*see Discipline Policy*) that will affect Citizenship Grade
- Student will be ineligible to run for elected office or NHS membership for one year after the cheating incident

Third Incident

- Zero grade on submitted work
- Semester failure in class in which cheating occurs
- Demerits assigned (*see Discipline Policy*) that will affect Citizenship Grade
- Referral to the Administrative Committee, and other possible Level III consequences which may include recommendation of expulsion
- If a student is allowed to remain as a student at LSA, they will be ineligible to run for elected office or NHS membership for one year after the cheating incident

This 3-step sequence applies to the cumulative time in attendance at LSA. (Example: A student might be cited for academic misconduct in freshman, then junior and third time a senior). The class affected by the third incident would earn a semester failure.

ACADEMIC PROBATION

All students are expected to perform at a high academic level and maintain a minimum GPA of 2.0 to retain regular status. A student will be placed on Academic Probation when his/her GPA falls below 2.0 or if they have any F's when they are evaluated.Academic Probation occurs when a student receives an "F" in two different classes, or an "F" in the same class over two progress reports. If the student does not make adequate progress, the student may be asked to withdraw. Parents of students on Academic Probation are invited to request an EAP (Educational Accommodation Plan).

EDUCATIONAL ACCOMMODATION PLAN (EAP)

When a teacher or parent has concerns about a student's learning, an EAP may be requested. The Vice Principal coordinates a meeting with parents and teachers to develop a plan that will support the student's success in school.

Qualifying - In order to establish the presence of a learning disability, the student must have psycho-educational testing. As defined by federal and state laws, a learning disability is established when testing shows a significant discrepancy between the student's intellectual quotient (IQ) and current academic levels - Reading, Writing, Spelling, Mathematics, and a processing deficit present (visual-motor processing, auditory processing, visual processing, etc.). After testing an educational psychologist will establish whether a learning disability or other handicapping condition exists. A physician must establish a handicapping physical condition with a diagnosis.

Students in high school may be tested by a school psychologist provided by the district in which the student lives or attends school, depending on district policies. Parents may request testing by contacting the district's special services office. La Sierra Academy may hold annual reviews of students placed on an EAP, or have IEP/504 plans from their school district, if deemed necessary. Psycho-educational testing is to be initiated every three years by the parents in order for the student to qualify for continuing accommodations.

La Sierra Academy is a private school that does not receive federal or state funding, it does not have the legal obligation to provide some or all of the special education and related services that a student would receive pursuant to an IEP or 504 Plan if enrolled in a public school. While the teachers at La Sierra Academy care deeply for their students and will try their best to accommodate for their learning needs to the extent possible, La Sierra Academy cannot be held liable for not fulfilling the goals on an IEP or accommodations on a 504 Plan.

ACCELERATION PROCESS

K-8 parents/guardians that are contemplating acceleration for their student should know that a student must:

- have an overall composite score at the 90th percentile or above on the standardized test
- demonstrate excellent academic performance (95% or higher)
- exhibit emotional maturity and social readiness.

A high school student who wishes to accelerate by completing the graduation requirements in fewer than four years must:

- submit a written request, signed by his/her parents, before the end of the second semester of his/her sophomore year
- earn a composite score which places him/her at the 85th percentile or above
- maintain a GPA of 3.5 or higher
- demonstrate initiative, maturity, and responsibility.

Transfer students must be in residence at La Sierra Academy for one full semester before a request for acceleration will be considered.

All requests must be submitted to the local conference office of education. Written approval from the local conference office of education must be placed in the student file at the school. When a request for acceleration has been granted, the student becomes a member of the class with which he/she will be graduating. *(Education Code C15-112 A-D ; C15 116 A-C)*

INCOMPLETES

A student may receive an "Incomplete" (I) in a subject because of illness or at a teacher's discretion. If a student has not been able to turn in insufficient work to merit a grade, the work must be completed within **two weeks** past the grading period in which they received an incomplete grade. If the work is not completed within this time limit, the incomplete automatically becomes an "F."

STANDARDIZED TESTING

Required Tests By Grade

Grades 1-12

The MAP Assessment is our standardized testing which includes reading, writing, math and science. Any students new to La Sierra Academy will take a math and reading placement assessment. Seniors Only: MAP testing is only required in the winter.

Grade 6-8

Mathematics Diagnostic Testing Program (MDTP) will be administered for math placement.

Grade 10

Sophomores are encouraged to take the Preliminary Scholastic Achievement Test (PSAT) as preparation for taking the PSAT their Junior year.

Grade 11

Juniors are strongly encouraged to take the PSAT as practice for the SAT later in the year. In addition, Juniors who score exceptionally well on the PSAT may be considered for the National Merit Scholarship. Towards the end of the Junior year, Juniors should take the SAT, ACT, or both. Most colleges and universities require a score from at least one of the SAT or ACT for admission. Students should consult the admission requirements of their chosen college or university for specific admission requirements.

Grade 12

Either the American College Test (ACT) or Scholarship Aptitude Test (SAT) are strongly recommended to be taken early in the senior year. Some colleges use the scores of these tests for admission and for scholarship consideration. All college-bound students should plan to take one or the other of these tests by March 1.

COMMUNITY SERVICE

La Sierra Academy Junior High students are required to complete 20 service hours per year. This is 50% of the Junior High Citizenship grade. A minimum of 5 hours must be completed each quarter. Community Service does not include work done at home for parents. An additional 5 hours of community service are required for NJHS (for a total of 25 hours each year).

La Sierra Academy High School students are required to complete 25 service hours per year by the Pacific Union Education Code. All services are executed without financial compensation. They may be rendered to anyone who is outside the immediate family. For both the Junior High and High School students' community service hours are calculated into their Citizenship Grade. Note that additional hours of community service are required for National Junior Honor Society and National Honor Society.

WORK EXPERIENCE EDUCATION (WEE)

La Sierra Academy High School students are required to complete 100 hours of Work Experience Education (WEE). Work experience must be work that includes a supervisor and submission of a work schedule with specific duties. Work can be paid or unpaid. Students who work on campus for pay or no pay must complete a Student Worker Agreement if they want WEE credit. Work permits are required for any paid job and are issued from the La Sierra Academy Business Office. Work Permit packets can be obtained at the Business office. A non-paid work experience job does not require a work permit. Community service activities are not allowed to count as work experience.

- The LSA Registrar will provide the WEE form to the student.

- The student will be required to have the supervising staff person (not a parent's signature) complete this form.
- The form will then be returned to the Registrar.
- Any student who works for pay on campus will have their hours tracked by clocking into work.
- Students who work on campus, for no pay, may submit a log for either WEE hours OR for community service hours -- not for both.
- Students are expected to remain in their place of work for the whole class period. If a student is dismissed early for any reason he/she must come to Study Hall.
- Student workers are not to work in classrooms after school hours without teacher supervision.
- Students workers must complete a Student Worker Agreement Form with their supervisor each semester
- Students workers are expected to demonstrate responsibility and discretion in all aspects of their job including:
    1. Maintaining confidentiality of student grades, FACTS access, and passwords.
    2. No visitors in the classroom or work area without teacher approval and supervision.
    3. Clocking in and out only when working at tasks assigned by the teacher and on the scanner located in the Administration lobby or the Maintenance office.
    4. Maintaining computer use guidelines and standards as outlined in this LSA Student Handbook.
    5. Regular attendance. Excessive absences may result in termination of WEE contract between worker and work supervisor.

JUNIOR HIGH ACADEMIC INFORMATION

The academic program of La Sierra Academy Junior High is designed to prepare students for high school. Students are challenged to be more responsible in their approach to academics. Threaded with Christian values, our curriculum includes the following courses:

GRADING SYSTEM STANDARDS

Report Card grades and class assignments are assessed using the following grading scale:

Excellent	A	4.00	95-100%
	A-	3.70	90-94%
	B+	3.30	87-89%
Above Average	B	3.00	84-86%
	B-	2.70	80-83%
	C+	2.30	77-79%
Average	C	2.00	74-76%
	C-	1.70	70-73%
	D+	1.30	65-69%
Below Average	D	1.00	60-64%
Failure	F	0.00	0-59%
Incomplete	I	0.00	

HONOR ROLL

Students who maintain a cumulative GPA of 3.3 – 3.69 at the end of 3rd quarter are recognized as Honor Roll students. Students with a GPA of 3.7-4.0 will be recognized as Highest Honors students.

CITIZENSHIP GRADES

Each grading period, citizenship grades are issued to each student. These grades are comprised of the following:

- On-Campus Student Behavior and adherence to school policy (25%)
- Attendance (25%)
- Community Service (50%)

GRADUATION HONOR CORDS

- Academic Honor cords, awarded to students with GPAs of 3.7 – 4.0
- Class Officer cords

HIGH SCHOOL ACADEMIC INFORMATION

ACADEMIC CREDIT RECOVERY

Students who receive an F grade in any class that is required for graduation must follow this procedure to recover academic credit:

1. Contact the Registrar as soon as the grade is reported on the semester grade report
2. Complete a petition form requesting credit recovery, available at the Registrar's. The petition will be considered by the Curriculum Committee

CLASS ADD/DROP

To add or drop a course, students must complete an Add/Drop Slip and obtain approval from their parents and the teacher. The student then submits the slip to the Registrar to be processed.

Any changes made after classes begin must follow these guidelines:

- Students who wish to add a course must do so within the first two weeks of a semester and are responsible for making up all work missed
- Students who wish to drop a course within the first two weeks of the first day of a semester may do so without a grade being recorded for that class
- Students who withdraw from a class after the first two weeks of the first day of a semester, classes will be recorded with a W. Withdrawals after the 1st quarter of the semester will be considered to be failures and must be recorded as an "F" for the semester.
- Students in classes with class fees will be responsible for all material costs if the class is dropped after the class has started

CLASS LOAD

Students in grades 9-11 are generally expected to carry at least 6 periods, or 5 periods if they are enrolled in a dual credit course at La Sierra University. Seniors who have met their requirements will require parent and administration permission to carry a load of less than 6 periods or 4 periods if enrolled in a dual credit course at La Sierra University. Course loads exclude study halls, work periods and chapel.

TRANSCRIPTS

Requests for transcripts should be submitted in writing and should be signed by a parent if the student is under 18 years of age. One official or unofficial transcript will be issued without charge; additional official transcripts are subject to fees. Advanced Placement scores are not added to transcripts. Students must request their Advanced Placement scores from the College Board.

COLLEGE SCHOLARSHIPS & GRANTS

High school records and financial need are the basis for determining eligibility for many college scholarships. The California Grants Program and the Federal Pell Grants are based on proven need, and may provide the best opportunities for seniors to receive college funds. Secondary grades determine the student's cumulative GPA. Secondary grades through the sophomore and junior years are the grades usually used in determining scholarship recipients. The Registrar's office automatically submits Senior GPA verification to the California Student Aid Commission.

CHALLENGE OF A COURSE FOR CREDIT

A student who wishes to challenge a course for credit should submit a request in writing to the Registrar. Challenge of a course for credit is limited to those subject areas and courses which are so designated in the Pacific Union Conference Curriculum Guide. A fee could be charged for the administration of the examination.

NON-RESIDENT/CORRESPONDENCE COURSES

Non-resident courses are those courses completed by a La Sierra Academy student during the summer or during the school year in a program other than at La Sierra Academy. Non-resident courses should be completed through approved correspondence schools (see Registrar for list of schools). The student shall submit in advance a request to the faculty for all non-resident high school or correspondence courses he/she wishes to take and have applied toward graduation at La Sierra Academy. ***Work taken without prior approval may not be counted toward graduation***. A maximum of ten (10) non-resident credits may be earned during any term.

GPA GRADING SYSTEM

Mark	%	Points	Mark	%	Points
A	95-100%	4.0	**D**	60-64%	0.7
A-	90-94%	3.7	**D-**		-
B+	87-89%	3.3	**P**		Pass with Credit
B	84-86%	3.0	**I**		Incomplete
B-	80-83%	2.3	**F**	0-59%	Failure
C+	77-79%	2.0	**W**		Withdrawal
C	74-76%	1.7	**WF**		Withdrawal Failing

C-	70-73%	1.3	**NM**		No Mark, No Credit
D+	65-69%	1.0	**WP**		Withdrawal Passing

CITIZENSHIP GRADES

Each grading period, citizenship grades are issued to each student. Citizenship grades do not compute into the GPA, but will affect running for office and participation in other school activities/trips as necessary. These grades are comprised of the following:

- On-Campus Student Behavior and adherence to school policy (50%)
- Attendance (50%)

LA SIERRA ACADEMY ATHLETICS

Junior High School Varsity Sports

The junior high varsity program gives the student athlete an opportunity to participate in a Christian athletic program, while competing against other Christian schools in the area. La Sierra Academy Junior High participates in the Mountain Valley League, Southwest Division.

Responsibility, respect, fairness, caring, trustworthiness, and citizenship are lifetime values taught through athletics. These are the principles of good sportsmanship.

VARSITY ELIGIBILITY

To be eligible for Junior High Varsity participation, a student must meet the following requirements during the previous full grading period:

- Attain a cumulative GPA of 2.0
- No F's in **any** class during the prior and current quarter
- No Suspensions
- Students can become eligible only during the try-out period

The coach and the principal/athletic director make the final decision determining placement on a team. Selection is based on skill, effort, and attitude.

TEAM SUSPENSION

A junior high student may be suspended from participating in any team activities for the following reasons:

Grades

- A student who received a grade of F for any class at a 5 ½ week midterm report will be ineligible to play for a minimum of one game and remain ineligible until the grade has been raised to at least a D- after the work is made up.
- A student who receives an F in any class for a grading period or who earns a cumulative GPA for the grading period of less than 2.0 at the quarter or semester grading period, will become ineligible to play for the remainder of the season. Posted quarter grades may not be "made up" for the purpose of reestablishing eligibility.

Behavior

- Suspension, either on or off campus, will result in the player being ineligible to play on the day(s) of the suspension.
- Absence from one or more classes on a game day, unless prearranged with the Athletic Director, will result in the player being ineligible to play on that day.

A student who is not eligible to play for any reason may not travel with the team to away games.

High School Varsity Sports

ELIGIBILITY REQUIREMENTS

To become eligible for Varsity or Junior Varsity participation, a student must have met the following requirements during the previous grading period:

1. Completed Sports Physical.
2. A cumulative GPA of 2.0.
3. No F's or incompletes in any class.
4. Students become eligible to play Varsity or Junior Varsity only during the tryout period.
5. Students may not try out for varsity until their eligibility forms have been submitted and cleared using the criteria mentioned above.

PARTICIPATION REQUIREMENTS

A student may participate in only one sport at a time. A student may lose eligibility for one or more games through any of the following:

1. Suspension, either on or off campus, will result in a player being ineligible to play on the day(s) of the suspension.
2. Absence from one or more classes on a game day, unless prearranged with the Athletic Director, will result in a player being ineligible to play on that day.
3. A student who received a grade of F for any class at a 4 ½ week midterm report will be ineligible to play for a minimum of one game and remain ineligible until the grade has been raised to at least a level of D- after the work is made up.
4. A student who receives a grade of F for any class, or who earns a cumulative GPA for the grading period of less than 2.0 at a quarter or semester grading period, will become ineligible to play for the remainder of the season. Posted quarter or semester grades may not be "made-up" for the purpose of reestablishing eligibility.
5. A student who is not eligible to play for any reason may not travel with the team to away games.

GRADUATION

DIPLOMA OPTIONS

La Sierra Academy is a College Preparatory School, as such, all students are expected to work toward a College Preparatory Diploma or higher. Students with documented learning disabilities or with severe academic deficiencies may opt to work toward the Standard Diploma.

- Honors Diploma
- College Preparatory Diploma
- Standard Diploma

ACADEMIC HONOR CORDS

Will be awarded to College Prep and Honors diploma graduates and are based on the cumulative GPA at the end of the first semester of the senior year as follows:

Single Gold Cord: 3.50-3.69 GPA

Double Gold Cords: 3.70-4.00 GPA

ATTENDANCE CORDS

Single White Cord: Uninterrupted attendance at La Sierra Academy for Grades 9-12

Double White Cords: Uninterrupted attendance at La Sierra Academy for grades 1-12.

Blue/White Cords: Uninterrupted attendance at La Sierra Academy for 13+ years

STOLES

Blue lettering-Standard diploma

Silver lettering-College Prep

Gold lettering-Honors diploma

GRADUATION CONTRACT

Seniors must sign a graduation contract with the registrar on Registration Day of the anticipated graduation year. The registrar may give preliminary approval. After the first semester grades become available, the contract will be reviewed by the principal and submitted to the academic standards committee or faculty for final approval. Should the contract not be approved, the student will be unable to participate in any further senior activities or march at graduation.

CONTRACT TERMS

The Graduation Contract includes the following terms:

1. All second semester courses must be taken in residence and meet residency requirements. *(Seniors must carry 4-6 on campus courses with Parental and Curriculum Committee approval and cannot drop below 4 on campus classes.)*

2. If I drop a class after the Add/Drop deadline, I will receive a ‘W’ or ‘WF’ on my transcript, possibly not meeting residency requirements and potentially affecting my diploma track. (See handbook for residency and diploma requirements)
3. A student who fails a required course during the second semester of the senior year, will be designated as a prospective summer graduate. To be considered a “prospective summer graduate” and eligible to participate in graduation, a student must be on track to complete and pass all remaining coursework* before the first day of the fall semester.

   *The classwork to be completed cannot exceed 5 credits.
4. **Attendance Requirement:** Participation in all scheduled graduation-related events, including rehearsals, services, and ceremonies, is mandatory. Students who fail to attend any required graduation event without prior administrative approval may forfeit the privilege of participating in the commencement ceremony.
5. Community Service Hours: All 100 community service hours must be completed by May of their Senior year.
6. Work Experience Education (WEE): All 100 WEE hours must be completed by May of their Senior year.

PHYSICAL EDUCATION

In order to receive credit for PE, the student must be able to participate. PE is a participation class. Should the student be unable to participate, due to health reasons, a note from the doctor must be provided. The student will then drop PE for that time period and will only receive credit for the amount of time they attended and participated in that class.

CORRESPONDENCE COURSES

Correspondence course work, needed for graduation, must be completed Senior year by the end of March and transcripts received by the Registrar by the end of April.

UNIVERSITY DUAL CREDIT PROGRAM

La Sierra Academy students have the opportunity to take courses at La Sierra University and earn dual credit. Credits earned can be simultaneously applied to high school and college transcripts. The credits may be transferred to other colleges or universities, depending on that particular institution’s requirements. Tuition is only 10% of the current La Sierra University cost per unit. Students who are interested in registering for a university course must meet the following requirements:

- Currently enrolled in grade 11 or 12
- High school GPA of 3.5 after the most recent semester
- Endorsement from the high school registrar or principal
- Consent from parent or legal guardian
- LSU course cannot conflict with High School schedule

Please see the La Sierra Academy Registrar for more information.

LA SIERRA ACADEMY
GRADUATION REQUIREMENTS

Learning, Serving and Achieving through Christ

SUBJECT / REQUIREMENT	GENERAL DIPLOMA++	COLLEGE PREP DIPLOMA	HONORS DIPLOMA
RELIGION Required for each year of attendance at a Seventh-day Adventist institution.	40	40	40
ENGLISH Only 10 semester periods of English are transferable from a non-English-speaking school.	40	40	40
MATHEMATICS **Must include Algebra I, Geometry, Algebra II; ***Must include Algebra I, Geometry, Algebra II, Pre-Calculus, and/or AP Statistics #Pre-Algebra or other introductory math classes not accepted.	20	30***	40***
SCIENCE -10 semester periods: biological science -10 semester periods: physical science #Must include three laboratory sciences *Must include four laboratory sciences	20	30#	40*
SOCIAL STUDIES -10 semester periods: World History -10 semester periods: US History -5 semester periods for each of the following: US Government & Economics	30	30	30
FOREIGN LANGUAGE *Two years of the same foreign language are required.	0	20*	20*
HEALTH/TECHNOLOGY	10	10	10
FINE ARTS *Requirements may be met by taking a minimum of 30 (15/semester) weekly private music lessons from an approved music teacher	5*	20	20
PHYSICAL EDUCATION Taken over 6 semesters. Varsity credit may fulfill graduation requirements for only 10 semester periods.	30	30	30
WORK EXPERIENCE Complete 100 hours by graduation.	5	5	5
ELECTIVES	40	20	35
TOTAL CREDITS	240	275	310
GPA REQUIREMENT	None	None	3.50* *No grade below B– in any course for Honors diploma.
COMMUNITY SERVICE Required for each year of attendance at Pacific Union Conference secondary schools.	25 hr/yr	25 hr/yr	25 hr/yr

++ GENERAL DIPLOMA
General Diploma is only offered to students with severe academic deficiencies and documented disabilities.

PREPARING STUDENTS FOR COLLEGE, CAREER & A LIFE OF PURPOSE.

COURSE DESCRIPTIONS

Not all classes are offered every year.

Applied Arts

AV/TV

Students explore the fundamentals of digital media production through hands-on projects that support the school community. The course introduces students to camera operation, audio recording, video editing, storytelling, and basic production techniques while emphasizing creativity, collaboration, and responsible use of technology. Students produce projects such as school announcements, interviews, promotional videos, and event coverage, and may assist with audiovisual support for selected school programs. The course is designed to build technical skills, communication, problem-solving, and teamwork while providing practical experience with real-world media production.

Computer Technology

Computer I is a semester-long course designed to build practical digital skills and a strong foundation in modern computing. Students will develop keyboarding proficiency while learning essential concepts related to computer systems, the internet, networking, cybersecurity, digital citizenship, productivity applications, and artificial intelligence. Through self-paced online instruction and assessments, students will learn to use technology efficiently, safely, responsibly, and thoughtfully. Emphasis is placed on skills and concepts that will remain useful as technology continues to evolve, including problem-solving, evaluating digital information, protecting personal data, understanding how computer systems work, and using AI and other digital tools appropriately.

Culinary Arts

The student gains knowledge in nutrition and basic food preparation tools and techniques. Meal planning, table setting and etiquette, consumer shopping skills, food safety and artistic presentations are covered. A major portion of the class is hands-on preparation of recipes, which the students present for evaluation and get to enjoy themselves. Students will operate kitchen equipment and tools and learn proper sanitation and safety rules. *See financial brochure for fee information.*

Elective

Speech & Debate

This course will examine the principles of effective public speaking and structured argumentation through the study and practice of speech and debate. During the first semester, students will explore major forms of speech—informative, persuasive, entertainment, and special occasion (*e.g.*, weddings, toasts, award acceptances) speeches—while developing proficiency in various methods of delivery such as impromptu, extemporaneous, manuscript, and memorized speaking. During the second semester, students will study the fundamentals of debate, including argument construction, evidence evaluation, refutation, and rhetorical strategy. Through guided preparation, performance, and critique, students will strengthen their abilities in public speaking, critical thinking, organization, research, collaboration, and persuasive communication.

Business Management
This course introduces students to the principles of business management, entrepreneurship, marketing, finance, and leadership. Students develop practical skills in communication, decision-making, budgeting, problem-solving, and teamwork while exploring how businesses are organized and operated. Through real-world applications and projects, students gain a foundational understanding of business practices and are prepared for future college coursework, careers, and entrepreneurial opportunities.

English Language Arts/ LOTE (Languages Other Than English)

Western Literature and Composition (ENGLISH I)
Students will engage in a variety of California Content Standards-based learning experiences and tasks laid out for ninth and tenth grade students. Composition studies will emphasize writing as a process and focus on content, form and conventions. Students will engage in full-process writing activities in the following areas: persuasive, research, reflective, narrative, expository and literary analysis. Literary studies will focus on established and respected literature from a variety of genres in Western Literature, both historic and modern. Students will prepare and deliver full-process oral presentations or persuasive, informative, poetic, and dramatic while also participating in critique and analysis of content extended.

World Literature and Communication (ENGLISH II)
World Literature and Communication is designed to introduce students to the themes in world literature while visiting a variety of rhetorical devices through the integration of reading, writing, listening, and speaking. The literary units of study will include short stories, essays, novels, drama, and poetry. Students will learn theories foundational to the communication discipline including, but not limited to: historical communication, policy and Lincoln-Douglas debate formats, and mass communication dynamics. Students will master content standards laid out for ninth and tenth grade by the Common Core State Standards Initiative. This includes reading from literature and informational texts; improving foundational skills; writing in narrative, explanatory, and persuasive styles; speaking and listening in the aforementioned styles; and language skills including grammar, spelling, and vocabulary.

Great Books: Modern Authors (1 Semester)
In this one semester course, students will examine selected authors from 1950-present day from around the world. The thematic units will explore such topics as gender, race, class, faith, and more. Students will engage with modern novels and participate in close reading strategies for more focused analysis. This course also introduces literary research methods as well as critical lens theories.

American Literature (1 Semester)
American Literature is a study of issues that the United States has confronted in its past and continues to struggle with today. In this course, students read and analyze works of American literature from pre-Colonial to contemporary times, including poetry, short stories, novels, drama, and nonfiction of Indigenous Peoples, explorers, colonials, revolutionaries, and more. The literary works provide opportunities for critical writing, creative projects, and discussions. Students develop vocabulary skills and refresh their knowledge of grammar, usage, and mechanics.

Creative Writing (1 Semester)

Creative Writing is designed for students to create original forms of creative nonfiction, poetry, and fiction. Vocabulary development, creative writing techniques, and skills are examined. This course will explore various methods of revision as well as publishing. Students will also be introduced to important writers, literary terms, and writing techniques.

College Prep: Research & Analysis (1 Semester)

This course focuses on college level writing and analytical techniques, as well as refines citation practices and research methods. Students in this course will engage in the writing process focused on a research project, culminating in a final paper and presentation. Skills examined will include prewriting techniques, various research techniques and source acquisition, peer review, and self-driven revision techniques.

Spanish I & II (LOTE - Language Other Than English)

World languages help prepare students to live and work in a diverse society. Learning a language promotes understanding and improves relations in our world. Students involved in the study of Spanish must become proficient in listening, speaking, reading and writing; as well as develop an understanding of the customs, arts, literature, history and geography associated with the Spanish language.

Fine Arts

Art

This course provides students with the skills and techniques needed to create original artwork in a variety of media. Students will develop foundational observational, perceptual, and compositional skills while exploring art history, influential artists, and major artistic movements. The first semester focuses on drawing and painting, while the second semester emphasizes three-dimensional work, mixed media techniques, and painting review. Through hands-on projects and creative exploration, students will build artistic confidence and an appreciation for the visual arts.
See financial brochure for fee information.

Academy Choir

Academy Choir meets only during the first semester. Voice placements are given at the beginning of the school year. The students will experience and perform a wide variety of sacred and secular music (songs which include hymns, spirituals, contemporary Christian music, secular, and sacred Christmas repertoire). The participants must be willing to be flexible, hard-working, and cooperative. Musical skills are not required, but the importance of each person's voice and a positive attitude are important in forming a well-organized singing group.

Delta Mu

The La Sierra Academy Delta Mu is an elite group that meets during the second semester. Each student is required to audition and will be given a voice placement test. They must pass a vocal test conducted by the director. Voice placements along with the vocal test are given at the beginning of the school year. Those who are chosen for Delta Mu must also be in the Academy Choir during the first semester. The participant must be willing to be flexible, hard-working, cooperative, and be a strong example as a vocal leader with their specific vocal range group. The student will experience and perform a wide variety of sacred and secular music. In addition to the songs they learn during the first semester, they will learn and perform songs that challenge their musical abilities, such as eight-part a cappella, songs in different

languages, songs from different periods, and classic/popular music. Local or out of state music tours occur during the spring quarter.

Academy Band

Academy Band meets only during the first semester. Chair placements are given at the beginning of the school year. The students will experience and perform a wide variety of sacred and secular music (songs which include hymns, spirituals, contemporary Christian music, secular, and sacred Christmas repertoire). The participants must be willing to be flexible, hard-working, and cooperative. Musical skills are not required, but the importance of each person's talent and a positive attitude are important in forming a well-organized instrumental group.

Film Studies

This course will examine the major elements of film as an art form and as a business industry. Students will analyze a variety of films, focusing on both the technical and artistic aspects of filmmaking. Students will also learn how to read and write film criticism through a variety of lenses—including the Christian worldview—through which they can analyze the history, purpose, and significance of landmark films. Through watching films and selected excerpts, students will gain a deeper appreciation for film as a means of communication and commentary. Through analysis of thematic elements and guided self-production, students will improve skills in critical thinking, creative application, organization, and media literacy.

Wind Ensemble

The La Sierra Academy Wind Ensemble is an elite group that meets during the second semester. Each student is required to audition and will be given a chair placement test. They must pass a chair placement test conducted by the director. Chair placements along with the instrumental test are given at the beginning of the school year. Those who are chosen for Wind Ensemble must also be in Academy Band during the first semester. The participant must be willing to be flexible, hard-working, cooperative, and be a strong example as an instrumental leader with their specific instrumental group. The student will experience and perform a wide variety of sacred and secular music. In addition to the songs they learn during the first semester, they will learn and perform songs that challenge their musical abilities, such as individual solo parts, songs from different cultures, songs from different periods, and classic/popular music. Local or out of state music tours occur during the spring quarter.

Yearbook

Students design and create the CC-12 annual 'Memory Trails' using dedicated online yearbook software, writing copy, taking photographs, learning layout and design, typography and font, journalistic style and feature writing style, thematic development and news-gathering. Students work as a cohesive team, sharing tasks and interacting to create these two major publications, as well as using faculty photography and writing resources.

Humanities

AP World History

AP World History is a college level course that prepares students to succeed on the College Board's AP World History Examination in May. The rigorous course requires students to practice and hone the four historical thinking skills of Crafting Historical Arguments from Historical Evidence, Chronological Reasoning, Comparison and contextualization, and Historical Interpretation and Synthesis as developed a greater understanding of evaluation of global processes and contacts and how different human societies have interacted from prehistory to the present in the context of the Great Controversy. *See financial brochure for fee information.*

Economics (One Semester)

Economics is a journey of learning how best to use the limited resources available to us. God created man to, as the King James Version states, "dominate the earth." Over the centuries we have slowly learned that domination does not mean exploitation as humans have consumed more and more resources. Instead, it seems that God intended for us to be caretakers of the Earth and its limited resources. So how do we make the best use of our limited resources as individuals? As a society? What role does the government play in these decisions? These are basic questions we will explore in the course.

US History

This course consists of a chronological study of U.S. history with a focus on the following topics: age of exploration and discovery, colonization of America, a new nation and U.S. constitution, development of a new nation and nationalism, sectionalism, birth of the Seventh-day Adventist, Civil War and Reconstruction, reform and imperialism, WWI, 20s, 30s, WWII, post-war problems and prosperity, atomic era and the Cold War, Civil Rights, the role of women, culture and ethnic groups in the development of the United States. The following themes will be incorporated throughout the course: government, geography, diversity, culture, economics, foreign relations and science and technology.

United States Government and Politics

U.S. Government and Politics deals primarily with the federal government of the United States of America, while giving secondary consideration to state and local government. The course assumes a high level of student maturity as it asks such fundamental political questions as: Are human beings estranged in essence? Are human beings unequal in essence? Can social order be maintained without power? If not, then who rules? Should power be limited? How is it to be limited? To what end should power be used? These questions will guide the course as it examines the Constitution of the United States of America, the concepts of federalism, the institutions of the United States government and state governments, public policy, and other forms of government forms throughout the world. Successful completions of this course will enable students to be thoughtfully engaged citizens.

Laboratory Sciences

Anatomy/ Physiology (Alternating Years)

Anatomy and Physiology is a college preparatory, lab course that studies the structure and function of the major systems of the human body. Emphasis is placed on levels of organization, homeostatic

mechanisms, comparative anatomy, science process, and diseases and dysfunction. Dissection of a cat is required for this course.

Biology

Biology is a college preparatory lab course that studies living organisms from a Christian perspective. This course includes an overview of biochemistry, cellular biology, genetics, evolution and creation, ecology, and animals.

Chemistry

A study of the fundamental laws of matter, atomic structure, chemical bonds, and reactions, acid-bases, states of matter, equilibrium kinetics, oxidation-reduction, and organic chemistry. *Prerequisite: Algebra I. See financial brochure for fee information.*

Physics

A study of motion, gravitation, mechanical energy, momentum, thermodynamics, wave theory, sound, light, electricity, magnetism and nuclear physics. *Prerequisite or concurrent: Algebra II*

Mathematics

Algebra I

A study of the following topics: the real number system, linear and quadratic equations, inequalities and graphs, powers and exponents, polynomials, variation and proportion, and an introduction to functions and matrices. *Prerequisite: A score of 50% on the Algebra Readiness Test, a "C-" or above in Pre-Algebra, or consent of the instructor.*

Algebra II

A formal course in Algebra II covering the following topics: the real number system; linear, quadratic, and polynomial equations; function theory; polynomials; rational, irrational, and complex numbers; variation; analytic geometry; logarithmic and exponential functions; polynomial equations; sequences and series; basic trigonometry; trigonometric functions and inverses, identities, equations, and graphs. *Prerequisite: A "D" or above for both semesters of Algebra I or 50% on the Second-Year Algebra Readiness Test, and consent of the instructor.*

Geometry

Geometry is aligned to the California State Standards and is a college preparatory mathematics course for ninth through twelfth grade students. Students enrolling in Geometry should have successfully completed both semesters of Algebra I, and have a good understanding of Algebra I concepts. This is an advanced mathematics course covering such topics as logic and reasoning, constructions: properties of plane closed figures and three-dimensional figures, congruence, and similarity.

Pre-Calculus

A fast-paced formal course intended to prepare the student to take Calculus. This course is designed to meet the needs of the serious mathematics/science student. A detailed study of the following topics:

linear, quadratic, polynomial, exponential, logarithmic, and trigonometric functions including their equations, inverses, and graphs. Also included are analytic geometry, trigonometric identities, polar coordinates, sequences, probability, statistics, matrices and determinants, and complex numbers.
Prerequisite: A "D" or above for both semesters of Algebra II or 50% on the PreCalculus Readiness Test, and consent of the instructor.

Physical Education and Health

Health (One Semester)
This course is designed to assist students in obtaining accurate information, developing lifelong positive attitudes and behaviors, and making wise decisions related to their personal health. Study will include personal and community health; mental, emotional, and social health; injury prevention and safety; nutrition and physical activity; alcohol, tobacco, and other drugs; growth, development, and sexual health. Central themes are the acceptance of personal responsibility for lifelong health, respect for and promotion of the health of others, and the importance of spirituality for quality of life.

Physical Education
This course provides students the continuing opportunity to learn through a developmentally appropriate, comprehensive sequentially planned physical education program aligned with Physical Education Model Content Standards for the North American Division of Seventh day Adventists in accordance with California State Standards. The content standards emphasize meeting challenges and making decisions. The focus of this course is the application of movement skills and knowledge to individual and dual physical activities; the assessment and maintenance of physical fitness to improve health and performance, and the requisite knowledge of physical fitness concepts, principles and strategies; and the application of psychological and sociological concepts, including self-responsibility, positive social interaction, group dynamics, in learning and performance of physical activity.

Religious Studies

God Revealed (RELIGION I)
The Adventist Encounter Curriculum is a seamless curriculum that is intentional about exploring the big picture, spiritual concepts with the goal of making a difference for eternity and to build a lifelong relationship with Jesus Christ, using the Bible. Through rigorous pedagogical practice and 21st century learning strategies, it explores and develops personal reasons for faith, lifestyle choices, and ethical decision-making from an Adventist world view, all the while nurturing interpersonal relationships and service to others. The Adventist Encounter Curriculum has a Biblical discipleship focus, and seeks to transform students' lives and equip them to walk with God. It uses the Bible as the source of truth, while focusing on students' personal walk with Jesus. It also uses the latest instruction in critical and creative brain based learning so that students become "thinkers, and not mere reflectors of other men's thoughts." It focuses on both content and process in the learning journey.

Messages from God's Heart (RELIGION II)
This course is divided into two semesters. First Semester, students will focus on His Story: Just in Time. A study of the redemptive history of God's chosen people, beginning with the Exodus, through the intertestamental time, and concluding with the New Testament Church. Second Semester, students will focus on His Story: In Our Time. The course consists of the study of the history of the Christian Church from 70 BCE to present time, concluding with the rise and development of the Seventh-day Adventist Church.

Scripture Unveiled: History, Archaeology & Prophecy (RELIGION III)
This course is divided into two semesters. First semester, students will focus on Romans, by studying the theme of salvation (grace, sin, law, faith, works, etc.) and will investigate past, present and future implications of this theme in people's lives. Students will also focus on friendship by studying human relationships through the eyes of the bible and human beings' ultimate friend, Jesus Christ.

Marriage and Family (RELIGION IV)
Through the study of four paperback textbooks, students will have the opportunity to learn the importance of having God become a vivid and vital reality in their lives. The students will demonstrate knowledge in Scripture and should stand ready to tell others about the love of the redeeming God and demonstrate it through their lifestyle. The student will learn, serve and achieve through Christ.

CONSTITUENT CHURCHES

Arlington SDA Church
Norco SDA Church
Corona SDA Church
Corona Main-Spanish SDA Church
Riverside Central Spanish SDA Church
Corona Spanish
Riverside Community SDA Church
Kansas Avenue SDA Church
Riverside Ghanaian SDA Church
La Sierra Spanish SDA Church
Riverside Indonesian SDA Church
La Sierra University SDA Church
Riverside Korean SDA Church
Mira Loma - Bilingual SDA Church
Riverside Spanish SDA
Mt. Rubidoux SDA Church
Rubidoux Spanish SDA
Yorba Linda Corporation

ACADEMIC CALENDAR

1st Semester

August 13	School Begins
September 7	Labor Day
October 12	No School - Teacher In-service
October 16	First Quarter Ends
October 19	Second Quarter Begins
November 23-27	Thanksgiving Vacation
December 16-18	Final Exams, Grades 7-12
December 18	Second Quarter/First Semester Ends
December 21– January 4	Christmas Vacation

2nd Semester

January 5	Classes Resume/Third Quarter Begins
January 15	No School - Teacher In-service
January 18	MLK Holiday
February 15	President's Day - No School
February 16	Winter Break - Teacher In-service
March 19	Third Quarter Ends
March 22-30	Spring Break - No School
March 31	Classes Resume/Fourth Quarter Begins
April 26	No School - Teacher In-service
May 10	No School - Teacher In-service
May 31	Memorial Day
June 1-4	Final Exams, Grades 7-12
June 1	CC Graduation
June 2	Kindergarten Graduation & Kindergarten Last Day of School
June 3	Eighth Grade Graduation, LSU Church
June 4	Last Day of School
June 4	Senior Consecration, LSU Church
June 5	Senior Baccalaureate, LSU Church
June 5	Senior Class Night, LSA Gymnasium
June 6	Senior Commencement, LSA Campus at the Lawn

*Tentative calendar subject to change. Check our website for most current calendar: www.lsak12.com

ADMINISTRATION & FACULTY

Name and Position	Email
Gray, Liz (EdD) *CC-12 Head Principal*	lgray@lsak12.com
Karsten, Victoria (MA) *Vice Principal*	vkarsten@lsak12.com
Haddad, Brian (MBA) *Business Office Manager*	bhaddad@lsak12.com
Benson, Teddie *Children's Center Director*	tbenson@lsak12.com

Altamirano, Akira *Administrative Office Receptionist*	aaltamirano@lsak12.com
Arvizu-Bryant, Adelaida *Business Office Receptionist*	aarvizu@lsak12.com
Amoah, Ben *Campus Chaplain, Religion IV, Campus Ministries*	bamoah@lsak12.com
Bao, Susie *Extended Care*	sbao@lsak12.com
Brown, Diane *Registrar*	dbrown@lsak12.com
Cao, Vy *HS Business Mgmt & LSU Dual Credit Personal Finance*	vcao@lsak12.com
Chronister, Kelsey *K-12 Administrative Assistant*	kchronister@lsak12.com
De La Riva, Ivana *3rd Grade Teacher*	idelariva@lsak12.com
Esparza, Andrea *Student Finance, DSO, ISS*	aesparza@lsak12.com
Eugenio, James *Biology, Alg I & II, Geometry Teacher*	jeugenio@lsak12.com
Geriguis, Isabella *2nd Grade Teacher*	igeriguis@lsak12.com
Gomez, Manuel *Maintenance Director*	mgomez@lsak12.com

Hathaway, Emillie *6th Grade Teacher*	ehathaway@lsak12.com
Hernandez, Stephanie *1st Grade Teacher, Lower Elementary Lead Teacher*	shernandez@lsak12.com
Holm, Carley (BA) *ELEM & JH STEAM Teacher & Culinary Arts*	cholm@lsak12.com
Huether-Amoah, Kalmani (MA) *JH English, Art , Economics, Government & US History Teacher*	kamoah@lsak12.com
Korompis, Benjamin *World History, AP World History, US History, Film Studies, Speech and Debate, 11-12 English Teacher*	bkorompis@lsak12.com
Kuninobu-Ford, Ann Elise *Campus Ministries, JH & HS Religion Teacher*	aekuninobuford@lsak12.com
Mack, Linda (MA) *4th Grade Teacher, Upper Elementary Lead Teacher*	lmack@lsak12.com
McFarland, Matt (MA) *JH Math & Science Teacher, Junior High Lead Teacher*	mmcfarland@lsak12.com
Miller, Kimberley *Campus Tours, Admissions & Campus Supervisor*	kmiller@lsak12.com
Mize, Lynsey (MA) *AP English, HS English, Yearbook Teacher*	lmize@lsak12.com
Mize, Matthew (MA) *JH Social Studies, HS AV/TV and HS Computer Apps Teacher & IT Director*	mmize@lsak12.com
Norton-Peters, Maylinne *5th Grade Teacher*	mpeters@lsak.12.com
Ruiz, Erick (MA) *Band, Spanish I & II Teacher*	eruiz@lsak12.com
Rumbaoa, Edwin (BA) *K-12 Choir Teacher, Delta Mu Director*	erumbaboa@lsak12.com
Smith, Evan (MS) *Anatomy and Physiology, Physics, Chemistry & PreCalc Teacher*	esmith@lsak12.com
Vaughan, Linda (MA) *Kindergarten Teacher*	lvaughan@lsak12.com
Walters Garcia, Ashley (MA) *JH/HS Physical Education & Health Teacher, Assistant Athletic Director, High School Lead Teacher*	awalters@lsak12.com

Woodbury, Michael (MA) *Athletic Director, Physical Education Teacher*	mwoodbury@lsak12.com

