

LA SIERRA ACADEMY

K-12 Student Handbook



2023-2024

Learning, Serving, and Achieving Through Christ

La Sierra Academy Student Handbook 2023-2024

“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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General Information

Learner Expectations

The faculty, with input from the board, parents and students, generated Learner Expectations. These expectations form the basis for the policies and procedures which guide the teachers and administration in the development of the classroom curriculum. Students are expected to take an active role in their educational program, to be acquainted with the school Learner Expectations, and to take responsibility for their learning. The goal for LSA students as they complete the courses of study at La Sierra Academy is that they will be:

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, 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

Regalia

School Colors - Navy Blue & Gold

School Mascot - Knight

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.

AVID Certification

We are an AVID accredited school. AVID stands for Advancement Via Individual Determination. It is a high school program to prepare students in the academic middle for four-year college eligibility. These are students who are capable of completing a college-prep curriculum, but may be falling short of their potential. The core component is the AVID elective, which supports students as they tackle the most rigorous classes. AVID's teaching strategies, curriculum, and training are used not only in the AVID elective class, but by subject-area teachers schoolwide. The AVID curriculum, based on rigorous standards, was developed by middle and senior high school teachers in collaboration with college professors. AVID is based on writing as a tool of learning, the inquiry method, collaborative grouping, and academic reading.

School History

La Sierra Academy was founded as a secondary school in the fall of 1922. 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.

Philosophy

The aim of the Seventh-day Adventist education at La Sierra Academy is to provide a safe environment in which Christ-centered instruction can be presented for redemption and the transformation of character. The LSA program is anchored on the spiritual goal, which is evident in the program as it endeavors to meet the mental, physical, and social needs of the students. The faculty members of the elementary, junior high, and secondary schools are eager to join with the home, the church, and the community to encourage students to develop their moral values based upon Biblical principles and to practice a life of faith in God.

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.

Message to Students and Parents

This handbook is developed and revised by the administration and faculty and approved by the school board yearly. 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.

Parent Expectations

La Sierra Academy is committed to student success and recognizes the importance of giving students an opportunity to succeed. All members of the school community are committed to ensuring a physically and emotionally safe environment. A student's success is impacted by the supportive involvement of the student's parents and guardians.

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

ADMISSIONS AND RECORDS

La Sierra Academy invites prospective students and parents to visit the campus at any time. Should you wish to visit our campus, please call (951) 351-1445 ext. 503. Interested applicants may find all application forms online at www.lsak12.com.

Non-Discrimination Policy

La Sierra Academy admits students of any race, color, nation, ethnic origin or religion to all the rights, privileges, programs, and activities generally accorded or made available to students at school. La Sierra Academy expects that all who apply for admissions will assert, respect, and honor the religious principles on which the school is founded. **[Ed. Code A23-108]**

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. **[Ed Code C15-104E]**. LSA also looks at the age of completion, when considering admission to junior high and high school, so that a student will be able to graduate before they turn 20 years of age.

Step 1 - Application Process:

- A non-refundable fee is required
- Online Application at www.lsak12.com
- Copy of the most recent Report Card/Transcript (including Preschool)
- Copy of the most recent Standardized Test Scores (Grades 3-12)
- Copy of the Birth Certificate
- Evidence of a complete Dental Examination (Kindergarten and New First Grade Students)
- Completion of Readiness Test (Kindergarten)
- Completion of a Math, Reading and/or Language Assessment (Grades 1-12)
- Interview with Administration (New Students)
- Physical Examination- Required of all new students, 7th and 9th graders. Physical examination must be completed by a healthcare provider within 12 months prior to school entry. Sport physical examination is required of students looking to participate on an athletic team and must be completed prior to tryouts of that sport.
- Immunization Record-The California School Immunization Law requires that children be up to date on their immunization (shots) to attend school. A personal belief's exemption is no longer an option for entry into school. If your student has a temporary or permanent medical exemption for receiving required immunizations,
- Three (3) letters of recommendation from the principal, teacher(s) and/or pastor. These should be emailed or mailed directly to the school from the person filling it out.
- 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).

Step 2 - Class Placement and Registration Process

To complete class placement (for elementary) and/or registration (for grades 7-12) after a student has been accepted, the following needs to be completed:

1. Financial Clearance
2. Medical Clearance
3. Principal's Clearance
4. Registrar's Office Clearance
5. Database Verification

Academic Standards for Admissions

Academic standards for La Sierra Academy require that students meet grade level standards; as indicated by their most recent standardized tests or the entrance assessment examination administered by the school. All applications are reviewed by the LSA Admissions Committee. La Sierra Academy is not staffed or equipped to accommodate students significantly performing below grade level, and reserves the right to recommend a different grade placement than the grade level indicated on the student application.

Behavioral Standards for Admissions

Prospective students with a history of disruptive conduct or emotional instability may not be admitted to La Sierra Academy. If the school determines that we are able to minister to a student with a troubled history, the student may be enrolled on probationary status for one quarter. Should the LSA Admissions Committee determine that the student's behavior, on or off campus, is a detriment to the overall environmental standard of LSA, the student may be asked, before or after the end of the probationary period, to leave.

Learning Disabilities And Special Needs

La Sierra Academy is not equipped to serve students with severe learning disabilities or special needs. When students apply to LSA, and they have documented learning disabilities or special needs, it must be noted on the student application and all pertinent records submitted with the application (IEP Reports, test results specifically related to the disability, etc.). Should such pertinent information be omitted during the admissions process, and it is discovered that the student is diagnosed with a learning disability, the administration and educational staff will meet with the family to determine if our school can meet the educational needs of the student.

If we are unable to meet the specific academic needs of the student, LSA reserves the right to deny admission or to ask for the immediate withdrawal of the student. The LSA Admissions Committee may decide to admit a student with mild learning disabilities or special needs on a probationary status.

International Student Admissions, Grades 5-11

La Sierra Academy invites qualified international students to apply. If the student meets the admissions requirements and guidelines established by USCIS for the school, an I-20 form will be issued for them to present with their F-1 Visa application.

A student's application will not be considered unless all the following documents are provided and translated into English:

Step 1 - Application Process

- Submit the Online Application and the Foreign Student Application
- Non-Refundable/Non-Transferable Online Application Fee.
- Copy of a current passport.
- Official transcripts and a GPA of 3.5 on the 4.0 scale or 8.5 on the 10-point scales is required.

- **Physical Evaluation:** Physical exam must include an examination by a primary care provider and student's medical history. Physical examination dated within 12 months prior to school entry required.
- Copy of immunization history. The California School Immunization Law requires that children be up-to-date on their immunizations (shots) to attend school
- 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).
- Two (2) letters of recommendation: From the principal and a teacher who is able to assess the student's academic ability.
- Please provide an official bank statement or certificate of deposit showing the amount of \$45,000.00 or greater in the account. This amount takes into consideration the approximate cost of education and living expenses of the student for one school year.
- Skype/ZOOM interview with an administrator.
- Homestay Authorization Form
- Guardianship Authorization Form
- An official copy of the TOEFL report must be mailed directly from the TOEFL testing center. (See www.toefl.org for more information). OR iTEP score can be sent directly. Proof of English Language Proficiency as follows:

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

Step 2 - Conditional Acceptance

Upon receiving all of your admission documents, you will receive a conditional acceptance letter from the registrar. To receive full acceptance, the following needs to be submitted:

- Payment of full tuition for the year: Issuance of I-20: Tuition must be paid in full for the year before issuing an I-20. Please make financial arrangements with the Business Office. You can contact Mrs. Andrea Esparza at aesparza@lsak12.com for financial questions.
- Preparation of the I-20 form is done by the Registrar's Office. It is the student/parent's responsibility to take the I-20 and any supporting documents required to the US Consular office for final approval.
- Transcripts evaluated through AERC (American Education Research Corporation):
Go to www.aerc-eval.com for instructions on submitting transcripts and filling out an application. Students are required to request a detailed report.
- Proof of Legal Guardianship: A notarized guardianship letter.

Step 3 - Full Acceptance

Upon receiving your payment information and transcripts from the AERC you will receive the I-20 documents and information to complete enrollment and registration.

Step 4 - Registration

Information will be provided to begin preparing for the first day of school.

Registration

To complete registration after a student has been accepted, the following needs to be completed:

1. International Student Services Office Clearance
2. Financial Clearance
3. Medical Clearance
4. Registrar's Office Clearance

Student Records

This school is a private religious school that does not accept federal funds. As such, it is not subject to the provision of the *Federal Educational Rights and Privacy Act* (FERPA). However, student records will only be readily available and accessible to authorized personnel, the student, or the parent/guardian. Student records include report cards; standardized test scores; attendance records; behavioral issues; student photos. (*Education Code A26-108-120*)

Access To Student Records - Student records are legal documents, which are kept in a secure location. These documents include attendance records, report cards, cumulative folder history, behavioral notations and health documents. Access to student records is available through and managed by the administrative office. Parents are legally allowed to have copies made of their child's school records. Teachers are allowed to review student records in the office. They are not allowed to take the records out of the office.

Transfer Of Student Records - School records are transferred to other schools upon school to school request. Student records may not be copied and taken by hand to another school. All student records are transferred to other schools, upon an official notification from an educational institution via mail or school fax.

Transcript Request - We request parents of new students complete a *Transcript Request* form; allowing La Sierra Academy to request and receive the applicant's official academic records and standardized test records.

Custody Disputes

When there is a court document outlining custody arrangements, a copy should be provided to the school. The school will abide by the specifications of such a document. The school will remain as neutral as possible in any custody dispute. In any 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.

Classroom Placement and Course Schedules

Many factors are considered and evaluated in the placement and scheduling process. Therefore, the school will make all classroom placement and schedule decisions and these should be considered final.

Financial Information

La Sierra Academy strives to keep tuition and fees as low as is consistent with good fiscal management. The Academy reserves the right to adjust charges for tuition and fees at the second semester should unstable economic conditions warrant such adjustments. Please visit **lsak12.com** for up-to-date financial 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.

Non-members of the Seventh-day Adventist Church

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. Please 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)

December 10th is Zero Balance Day for second semester registration clearance. May 10th is Zero Balance Day for end of the year clearance. All accounts must be at zero balance by these dates. *Please see the financial clearance section.*

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.

Campus Safety

Maintaining the safety of our students and faculty is of utmost importance. We take careful measures to secure our campus and the learning environment, utilizing the implementation of effective safety guidelines. Our students and faculty participate in safety training and safety drills; in an effort to prepare for unforeseen catastrophes. We follow the policy of the Southeastern California Conference Office of Education to establish and maintain a safe and healthy environment throughout our school.

Campus Visitation

All parents and other visitors on campus be cleared at the School Offices; present legal ID and obtain an LSA Visitor Badge before entering a classroom or any part of the campus during school hours. Any guest found not wearing an LSA Visitor Badge will be asked to return to the School Office and obtain the proper identification or respectfully be asked to leave the school campus.

If a parent/guardian is volunteering on campus (parties, helping in the classroom, Home & School, etc.), we require that you ONLY attend the room assigned to your activity. At the end of your activity, we ask that you return to the school office to sign out. You must refrain from visiting any other classrooms or offices while on campus. If you need to visit any other person, we ask that you return to the school office to either sign-in or make an appointment.

Closed Campus Policy

A student must have parental and administrative permission to leave campus during the school hours. Students may not bring visitors onto the campus without administrative approval.

Health Services

In the event that a student becomes ill during school hours, he/she should report to the teacher for a pass to the school office. The teacher will contact parents if possible or send the student to the office to contact parents. By signing the Consent to Treatment form, parents grant La Sierra Academy permission to seek emergency medical treatment in the event of an emergency, when parents cannot be reached. Students manifesting symptoms of illness such as, but not limited to, rash, fever, or vomiting must remain at home.

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.

Medication Administration - School Personnel will only administer medication prescribed by a physician and accompanied by an Authorization of Medication Administration form, signed by the physician and parent. All medications must be clearly labeled with the student's first and last names; the name of the medication, the prescribing physician's name and the specific instructions from the physician. Student medications will be kept in the original containers. Should the information change at any time during the school year, please inform the Registrar immediately to allow us to update the student's record. School personnel will only submit over the counter medication with a doctor's note. In the event of an emergency or a life-threatening circumstance, the school will call 911 to ensure that the student will receive the best care possible. (*Education Code A23-124*)

Medical Emergency - Parents are notified immediately in the event of serious injuries or illness. Such events necessitate and require that all emergency contact information be current. Student information placed in our Facts/*RenWeb* database system is accessed by all school personnel. Should any student information change during the school year, we respectfully request that our parents inform the Registrar and have the student's records updated. When emergency contacts cannot be reached, La Sierra Academy will be certain to acquire the best care for the student.

Communicable Diseases - 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 with 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
- 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

Law Enforcement

In the case of suspicion of possession of weapons, controlled substances, and/or refusal by the student to comply, law enforcement may be called to mediate or investigate the incident. The student may be immediately suspended pending further investigation. Parents will be notified when it has been necessary to involve law enforcement.

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.

State Mandated Drills

We practice mandated safety drills according to state mandates and district policy, which includes:

- Fire Drills - includes using the fire alarm so students know what to listen for in case of an actual fire emergency
- Earthquake Drills - *are necessary in the state of California, and this drill may be practiced in homeroom classes more than the state required frequency.*
- Lockdown Drills - in an actual lockdown emergency, the police notify the school there is danger in the neighborhood or when there is already imminent danger on the school campus. A loud siren is rung and our students are trained to report to the nearest secure classroom.
- Disaster Drills - La Sierra Academy works in partnership and in tangent with our local emergency agencies (Police Department, Fire Department, PMT, etc.) to prepare for disasters and catastrophes.

In the event of a disaster or emergency, students are evacuated to a designated area and kept with their homeroom teachers or supervisors until they are cleared to be picked up by their parents or specified emergency contacts. Parents or specified emergency contacts are only allowed to sign out the children after we have verified their identification.

We request that parents be patient and realize the safety of their child is paramount. 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 annually or more as needed.

Code of Conduct

It is expected that La Sierra Academy students will exhibit positive behavior which honors God and shows respect toward themselves and others. Students are expected to follow the school rules at all times.

Please keep in mind that ***students are responsible for behavior both on and off campus which has the potential to interfere with the educational process at La Sierra Academy.*** As such, both on and off campus negative behavior is subject to potential disciplinary action.

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

La Sierra Academy students should expect to:

- Receive Christian professional instruction each school day.
- Be challenged and encouraged to achieve their best.
- Receive encouragement to participate in a variety of extracurricular and leadership activities.
- Be safe from harassment and harm.
- Receive equitable treatment and be treated respectfully and courteously by all school personnel.

La Sierra Academy is committed to student success and recognizes the importance of giving students an opportunity to succeed. All members of the school community are committed to ensuring a physically and emotionally safe environment. Student success is impacted by the supportive involvement of student's parents and guardians.

La Sierra Academy parents can expect to:

- Receive regular, accurate reports of their student(s)' achievements.
- Receive open and honest explanations of school policies, practices, and decisions.
- Receive practical advice in helping their student(s) make choices regarding educational futures.
- Know that their views and suggestions will be thoughtfully considered by school personnel.

La Sierra Academy parents are expected to:

- Conduct themselves in a courteous manner with students, teachers, administration and other parents while on campus.
- Demonstrate support for the school policies and guidelines delineated in this handbook.
- Foster student cooperation with school norms and culture.

Under normal circumstances, a child is not to be deprived of an Adventist education on grounds relating to the attitude of the parent. However, should the point be reached where it is determined that a student's parent or guardian has engaged in inappropriate conduct or demonstrated an uncooperative, destructive, discourteous, scandalous, rumor driven, threatening, hostile, or divisive attitude towards a student, another parent, teacher, administrator, any staff member, or the school in general, the school reserves the right to remove services from the student. The process outlined in the withdrawal/expulsion policy will be applied.

Respectful Environment

In official venues and settings, including school activities, social media outlets, and publications, LSA students and faculty are to respect views, behaviors or lifestyles that are consistent with Biblical teachings as outlined by the Seventh-day Adventist Church. In areas of disagreement, the Administration reserves the right to render a final decision.

Classroom Rules

Each teacher, according to grade level, establishes classroom management guidelines. These guidelines are designed to offer principles of Christ-centered behavior in the classroom.

Bullying

Bullying includes actions of repeated aggressive behavior, designed to intentionally hurt another person, physically or mentally. Bullying is distinguished as a person trying to gain power over another individual; using intimidation or physical strength.

Bullying of any kind is wrong – physical, verbal, racial, gender, 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 nonverbal digital) assaults, such as threatening, teasing, or name-calling;
- and social isolation or manipulation.

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.

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 picture without their permission.

Should a parent feel their child is being victimized through bullying, they should immediately contact school officials with a detailed report of the situation so that school administration can address it quickly and effectively. Potential disciplinary actions may then be implemented, including suspension and up to expulsion, with possible involvement of law enforcement.

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 confidential 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.

Care of Property

Each student is expected to respect the property rights of the school and of every member of the school. If a student is found vandalizing or misusing any part of the school equipment, grounds or facilities, they will be subject to fees and disciplinary action, up to and including suspension, with possible involvement of law enforcement. ***La Sierra Academy is not responsible for any damages, loss, or theft of personal items.***

School Property includes, but is not limited to, desks, lockers, school computers or electronic devices, classrooms, common areas, school athletic equipment, school vehicles, and any other property owned or controlled by the school.

Grievance Procedure

When a misunderstanding or disagreement occurs between two persons in our school community, the following steps are recommended in sequence:

Student and Student

1. A student/student conference should be held with a teacher or administrator in order to identify the problem and isolate the facts. This first step should resolve the majority of problems.
2. A parent/student conference with an Administrator may be held if the concerns remain unresolved at the first meeting.
3. Before further action is taken, a second parents/students/ administrator conference should be held. The student could be asked to state the problem in written form.
4. Any unresolved problems should be brought to the Administrative Council. The written record should be consulted in the meeting. Documentation will be provided as necessary.

Parent and Teacher

1. A parent/teacher conference should be held in order to identify the problem and isolate the facts. This first step should resolve the majority of problems. Parents need to make appointments to meet with teachers.
2. A parent/teacher conference with the principal may be held if the concerns remain unresolved at the first meeting. A written record will be signed by all parties.
3. Before further action is taken, a second parent/teacher/ principal conference should be held with the problem area stated in written form by the principal. Only first-hand information which directly affects the individuals concerned should be considered. Documentation will be provided as necessary.
4. Any unresolved problems should be brought to the Administrative Council. The written record should be consulted in the meeting. Documentation will be provided as necessary.

Parent/Student and Administrator

1. A parent/administrator conference will be held in order to identify the problem and clarify the facts. This first step should resolve the majority of problems.
2. A parent conference with the administrator and the Head Principal may be held if the concerns remain unresolved at the first meeting. Documentation will be provided as necessary.

3. The third and final step for any unresolved problems would be brought to the Administrative Council. The written record should be consulted in the meeting. Documentation will be provided as necessary.

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

Public Display of Affection/Pregnancy

Students are expected to maintain high Christian standards in their friendships and social conduct. Students must respect themselves, their peers, their teachers, as well as younger, elementary students, parents and other persons who enter the campus. Public display of affection is not conducive to an academic environment. Students engaging in excessive physical contact or other activities with sexual overtone, and/or explicit sexual acts will be subject to disciplinary action up to and including dismissal from school. Marriage and pregnancy among students is considered incompatible with the school program and is not allowed.

Sexual Harassment Policy

La Sierra Academy is committed to providing a safe and supportive environment that is free from unlawful discrimination on the basis of gender in all of its activities, educational programs, and services. Any form of gender discrimination and sexual misconduct, including harassment, coercion, intimidation, grooming, or sexual violence, is reprehensible, runs counter to LSA's teachings and guiding beliefs, and will be prohibited. 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.

Sexual harassment may include incidents between any member of the LSA community, including faculty, staff, students, and nonstudents or nonemployee participants in LSA programs—such as vendors, contractors, visitors, coaches, and parents.

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 includes activities and behavior that occur either on or off campus.

Specific examples of the verbal or physical conduct prohibited by this policy include, but are 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 an anonymous 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. LSA affiliation of the person making the report: student, employee, faculty, third party;
 - b. Date of alleged violation;
 - c. Location of alleged violation;
 - d. Person(s), name and title, of the alleged harasser;
 - e. Description of what happened;
 - f. 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
 - g. Signature and date.
3. Name, address, contact information of the person making the report is optional. It is only required if a response is expected.

Investigation and Corrective Action

The appropriate LSA principal 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 steps that are reasonably calculated to end any form of sexual misconduct, whether or not a formal complaint has been initiated. Law enforcement may be called to mediate or investigate the incident. Parents will be notified when it has been necessary to involve law enforcement. The administrative committee will be responsible for decisions regarding the possible consequences for any student discipline. School employees are mandated reporters and, depending on the nature of the allegations, may be required to report all the details of an incident to law enforcement, including the identities of both the victim and alleged perpetrator. LSA will attempt to obtain consent from the individual filing the complaint before beginning an investigation; however, there may be instances when LSA may pursue an investigation regardless of the request of the complainant, if it deems it necessary to maintain a safe and nondiscriminatory campus environment. The parties will be permitted to provide witnesses, documentation, or other evidence appropriate to substantiate their claims or defenses. The parties will be provided with periodic status updates during the investigation.

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.

Substance Abuse 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 (including vaping), or alcohol of any type on or off campus. Any breach in this section of the student handbook will be referred to the Administrative Committee and consequences as outlined in the Discipline Policy. For any student who voluntarily comes to administration to seek help to remain free of all controlled substances, drugs, tobacco/nicotine (including vaping) and alcohol, the following intervention program is available:

Voluntary Intervention Program

1. The student contacts any faculty or staff member and asks for assistance.
2. With the consent of the student, the faculty or staff member contacts administration, who then refers the family to an off-site intervention program.
3. The student may not be allowed to return to classes until an appointment with the therapist is verified.
4. A behavior contract with recommendations may be established by administration, determining the steps necessary to remain enrolled at LSA. The student and parent(s) review the contract and choose to accept or reject the terms of the contract.
5. The student will be placed on citizenship probation status and certain privileges may be temporarily suspended until such a time as the student shows improvement and satisfactory completion of the intervention program.
6. If the student and family do not agree to comply with the behavior contract, the student may be asked to withdraw from LSA.
7. The student may be required to do random drug testing at least one time by administration, but could be required additional times at the discretion of administration. The family will be responsible for costs of any required drug testing. Testing must occur within the time frame required by administration.
8. If the student is found to be using illegal substances or breaks any portion of the contract while in the program, the student will be asked to withdraw immediately.
9. Fees incurred for assessment and/or treatment are the responsibility of the student's parent or guardian.
10. Upon completion of the program, the student must remain drug free until graduation. The intervention program is a one-time option for students at La Sierra Academy. All records will be shredded when the student graduates from high school.

If there is reasonable suspicion or evidence of a student using drugs or alcohol, and they have not come forward seeking help, disciplinary action will immediately ensue. This may include mandatory Drug Testing.

Mandatory Drug Testing

1. The student is under a reasonable suspicion of being involved in drug-related activity.
 - a. Administration will bring the student to the School office.
 - b. A parent meeting will be immediately requested.
2. The parents will be requested to take the student to be tested at a lab chosen by administration.
 - a. The student has 12 hours from the time they leave campus to be tested.
 - b. The type of drug testing will be determined by administration.
 - c. The student will not be allowed to return to class or to participate in any school activities until the drug test is submitted at the lab and verified by administration.
 - d. The student will be contacted by administration when they are cleared to return to classes and participate in school activities.
 - e. Parents who decline to have their student tested, do not comply within the allotted time or type of testing requested by administration will be asked to withdraw their student from school.
3. If the drug test is positive or the test results are not released to the school, administration will ask the parent(s) to withdraw their student from the school.
4. If the drug test is negative or inconclusive, the administration will base disciplinary action on the totality of the evidence, including the drug test results.
5. A negative or inconclusive drug test and supporting evidence may result in the student being allowed to continue in good standing at La Sierra Academy.
6. Student confidentiality will be maintained by administration.

Students who wish to reapply to La Sierra Academy after a positive drug test result or withdrawal for drug related activities will follow this procedure:

- Demonstrate one full calendar year, from date of withdrawal, of successful academic and citizenship achievement at another high school.
- Complete and provide a letter of verification, a minimum of 3 months of weekly counseling with a licensed therapist.
- Provide verification of a negative drug test directly from the lab prior to re-applying to LSA.
- Sign a Behavior and Academic/Attendance contract with administration, in which violation of any of the terms would result in immediate withdrawal.
- Understand that a positive drug test would result in immediate withdrawal, with no consideration for readmission.
- Upon readmission, the student will remain enrolled in the Voluntary Intervention Program until the student graduates.

Disciplinary Process

Before contacting administration and issuing an Incident Report, each teacher works with the child to correct any behavioral issues. Each teacher continues to work with each student on their behavioral issues, until they deem it necessary to refer them to administration. Every disciplinary action will be filed in the student's FACTS records.

Behavior Consequences

In order to provide clear rules and guidelines for student conduct and expectations for consistent and timely discipline, La Sierra Academy has established standards of consequences that range from verbal warnings to expulsion from school. Demerit points are applied when repeated attempts have been made to resolve a discipline issue or if the offense is deemed more serious in nature and can be assigned by school administration. The administrative committee deals with major offenses. This list is a guide and is not intended to be exhaustive or prescriptive:

Level 1 1-3 pts	<p>Student meets with the administration. A telephone call and/or email is sent to parents/guardians; notifying them of the incident. Pending the severity of the infraction, a student may receive an official warning or demerit points.</p> <p>Examples of Level I infractions include, but are not limited to:</p> <ul style="list-style-type: none">• Dress Code violations• Use of cellphones in class (see more details in cell phone policy)• Classroom behavior detrimental to the teaching environment• 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• Gambling• Truancy (1st offense) or excessive tardies/absences• Minor disregard for student regulations/policies <p>If the behavioral issues continue, then the student will move to Level 2.</p>
Level 2 4-6 pts	<p>A severe infraction has occurred and/or multiple behavioral issues have been violated. An in-school conference is required between administration, the teacher, parents/guardians and possibly the student. A Behavioral Plan is created and signed by attendees. A copy of the plan is given to parents/guardians, the homeroom teacher (K-8) and one copy stays in the student file.</p> <p>Examples of severe infractions include, but are not limited to, the following:</p> <ul style="list-style-type: none">• Multiple or flagrant Level I infractions• Major classroom disruption• Willful disrespect toward a student or teacher• Insubordination• Truancy (2nd offense) or continued excessive tardies or absences• Dishonesty that includes falsifying excuses/signatures/phone messages• Plagiarism or cheating, 1st or 2nd offense• Defiance of authority• Possession of or involvement with pornographic material• Language, gestures, or behavior that is vulgar or obscene• Fighting, hostile action, hazing

	<p>or any willful act that may cause injury • Bullying, hazing or harassment of another student or teacher (1st offense) • 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) • Willful disobedience of the Lifestyle commitment/Student handbook policies</p> <p>If the behavioral issues continue, then the student will move to Level 3.</p>
<p>Level 3 7-9 pts</p>	<p>A conference between the administration, teacher, parents/guardians and possibly student will be called. The student may be subject to suspension. Suspension may be enacted from two to three days. Suspensions may be held on or off campus. May be removed from office and/or athletic teams and become ineligible to run the following year.</p> <p>Examples of possible Level III violations include but are not limited to: • Truancy (3rd offense) or continued excessive tardies and absences • 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 • Conspiracy or act of a serious dishonest behavior that includes falsifying documents • Cheating, plagiarism or academic dishonesty • Cheating or plagiarism on a final exam, AP exam, or placement test • Construction and use of websites or social media sites that defame students, school personnel or other entities as deemed inappropriate by LSA administration</p> <p>If the behavioral issues continue, then the student will move to Level 4.</p>
<p>Level 4 10-12</p>	<p>One final meeting will be called between the administration, parents/guardians and possibly the student. Every possible intervention is made to allow a student an opportunity to correct their behavior. Level 4 mandates that a suspension will be enacted and the time period will be determined by the administration. May be removed from office and/or athletic teams and become ineligible to run the following year.</p> <p>Examples of possible Level IV violations include but are not limited to:</p> <ul style="list-style-type: none"> • Possession/use of any weapon, including but not limited to knives and firearms (real or imitation) or pepper spray. • Direct involvement as principal or accessory in any malicious mischief • Direct involvement as principal or accessory in any crime where student arrest or arraignment takes place • 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 and is not allowed.) • Any sexual or aggravated assault on or near school

	<p>property, at any school function on or off-campus • Serious harassment (verbal, written, electronic, sexual, physical, etc.), hazing or any willful act that may cause injury (mental or physical) to another person • The use of any hate language or the distribution of any hate literature including that which is racial, ethnic, sexual, gender related or religious in nature.</p> <p>If the behavioral issues continue, then the student will move to Level 5.</p>
<p>Level 5 13+</p>	<p>Parents/guardians and the student will be informed that the student is no longer able to remain at La Sierra Academy. The student is asked to withdraw, or expulsion proceedings will occur.</p> <p>Examples of possible Level V violations include but are not limited to:</p> <ul style="list-style-type: none"> • Possessing, furnishing, using, distributing, selling, purchasing, transporting or being under the influence of any controlled substance or intoxicant (including alcohol, nicotine, or any drug paraphernalia) on or near school property or at any school function. • Selling, distributing, or giving one's prescription medication to another student. • Lighting fires, and/or possessing, using or threatening to use any incendiary or explosive devices • Serious vandalism (over \$50) and/or damage to school property • Major confrontation with faculty/staff/student. <p><i>Any of the Level 4 & 5 whether on or off campus will result in 10-13 referral points.</i></p>

Finally, La Sierra Academy reserves the right to bypass the sequential disciplinary procedure and institute immediate severe actions; if the school administration deems it necessary. Some of the behaviors indicated above would reflect poorly on our school; justifying the school administration to enact a more severe disciplinary process. This would allow suspensions or expulsion to immediately occur. Also, should any illegal activity occur, including drug possession or possession/ brandishing of a weapon, the local law enforcement may be called. (*Education Code A18-104; A23, 136 –152*)

Administrative authority - If deemed necessary, the Administration can suspend a student for up to ten school days in addition to assigning demerit points. Class assignments students miss during suspensions may be completed at the discretion of administration.

Suspension - Students may be removed from one or more classes, and remain at school in a supervised location. Students may be detained in the office until parents are notified and the issue resolved. A student may be detained for disciplinary reasons after the close of the school day. Discipline matters deemed severe enough to warrant action by the high school's Administrative Council are serious and may begin a process that could lead to the student's dismissal. The committee is made up of the principal, vice-principals, and teachers. Progressive discipline will generally apply. However, there may be circumstances where progressive discipline is not appropriate and immediate removal may be necessary.

Suspensions usually range from 1 to 5 days and are at the discretion of the Administrative Council. While on suspension, the student may not be on campus without the express permission of a campus administrator. The student shall not participate in any school-related or school-sponsored activities during the suspension period. The student may be removed from office and/or athletic teams and become ineligible to run the following year.

Appeal Process - Any appeal (by a student or parent) to 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 the Administrative Council and work toward a resolution that will end the appeal.
 - a. 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 students will be permitted to meet with the Administrative Council and work toward a resolution that will end the appeal.
3. If no resolution is met, submit an appeal in writing to the Personnel Committee, a subcommittee of the school board. This is the final step, and this committee determines the final outcome. 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.

Redemption - A student will start each school year with zero demerit points. Demerit points will accumulate throughout the school year that could possibly result in more serious consequences if a student continues to accumulate demerits. If a student goes six weeks of school being in session without receiving further demerits parents may request to reduce the number of demerit points up to half the total points on record.

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.

Withdraw/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.

Probation - A student may be placed on probation for a period of time to determine if the student has made significant changes that will allow him/her to remain at the school.

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 the principal, 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.

School Search Policy

The school search policy applies to all students in attendance. This policy is designed to balance the privacy of the individual student while allowing school officials to maintain a safe environment for all students.

- The school administration has the right and responsibility to conduct (in the presence of an adult witness, when possible) a search of students property, including the student, a student's automobile, clothes, and/or backpack (or similar personal items) when there is a reasonable suspicion that a student may be in possession of drugs, weapons, alcohol, or other contraband in violation of a school rule, school policy, or law.
- A student's personal computer, tablet, smartphone, or other technology may also be searched when there is reasonable suspicion that the devices contain information relevant to a serious violation of school rules, school policy, or law.
- The school will use reasonable efforts to make the search minimally invasive and targeted.
- School property may be searched at any time for any reason. School property includes, but is not limited to, desks, lockers, school computers or electronic devices, classrooms, common areas, school athletic equipment, school vehicles, and any other property owned or controlled by the school.

Students have no privacy rights or expectations of privacy in the utilization of any school property.

Special Note: All 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.

Dress Code

It is our desire that the Christian atmosphere, which parents have chosen for their children, should include an awareness of appropriate clothing choices. Provided are the guidelines for comfortable dress which enhance the mission and purpose of the school, as well as accommodate the needs of the greater community.

Students are expected to dress in a manner that does not detract from a positive and productive learning environment. In areas of disagreement, the Administration reserves the right to render a final decision.

La Sierra Academy has chosen Lands' End as the official provider of La Sierra Academy uniforms. Uniform dress is available through Lands' End online store, www.landsend.com. Please be sure to use the La Sierra Academy Preferred School number 900029083 when purchasing from Lands' End to ensure all items are dress code appropriate.

Shirts - A uniform polo or uniform oxford is required. Our students must purchase at least one *Land's End* uniform, polo-styled prep shirt with the school logo. The rest of the polos do not need to be purchased from *Land's End*. The shirts may be purchased in any of the following choices of solid colors, which include: black, gray, navy blue, and white. All shirts must be appropriate in size. Any visible layers must be in solid school uniform colors (white, navy blue, black, or gray).

Pants/Shorts - Students have a choice between school pants and shorts from Lands' End or other generic uniform pants and must be solid black, navy blue or khaki. All school pants must be worn at waist level. All shorts must be modest in length while standing, sitting, and climbing stairs (No more than approximately 2 inches above the knee). Absolutely no oversized or undersized clothing. All clothing is to be appropriately fitted. Pants and shorts must be in good repair without holes or writing. Leggings/jeggings, sweat pants, or gym shorts are not appropriate attire for school.

Skirts/Skorts/Jumpers - Girls may wear uniform-style, solid black, navy blue or solid khaki, skirts or skorts. Plaid skirts are available through our Land's End vendor. Skirts and skorts must be no more than approximately 2 inches above the knee. K-6 girls must wear bike shorts under their skirts. Any tights or leggings worn with skirts must be solid black, navy blue, or white.

Friday Relaxed Dress - Students are allowed to wear solid navy blue or black jeans on Friday with their school spirit shirt or school uniform shirt. Class T-shirts (elementary & high school) or Castle T-shirts (junior high) may be worn. High School students may wear any LSA class or spirit t-shirts or any t-shirts from a Seventh-day Adventist college, church or youth group. Jeans must be in good repair without holes. If students choose not to wear solid navy blue jeans or black denim pants, they must wear the school uniform bottoms, including the school uniform shorts or skirts.

Running Club (Elementary Students Only) - On Fridays, the 5th and 6th grade classes participate in the Running Club. The Running Club uniform (optional) is solid black shorts purchased through The Running Club or jeans and the technical shirt. Otherwise, students are expected to be in their Friday Relaxed Dress.

Outerwear - All outerwear (fleeces, jackets, coats, sweatshirts, sweaters, blazers, cardigans) must be solid white, navy blue, black, or gray (no logos other than LSA) OR an authorized La Sierra Academy organization. No blankets, towels, wraps, pajamas, and other non-uniform coverings are acceptable. School polo must be worn under outerwear.

Shoes - Students must wear non-skid, closed-toe and safe shoes at all times. Heelys, shoes with rollers under the soles, crocs or croc-style shoes are not allowed on campus at any time. Additional restrictions and guidelines may apply for certain activities such as P.E. classes, varsity sports, and labs.

Jewelry/Tattoos - Girls may wear one set of stud earrings on our school campus. Boys may not wear earrings. No extreme jewelry, body piercing, multiple earrings or tattoos. Necklaces, if worn, must be worn

inside the shirt and not visible to the eye. No inappropriate or anti-Christian symbols or wording will be allowed on accessories.

Hair - Student hair should be neatly groomed and pulled away from the eyes. No extreme hairstyles or hair colors that are distracting to the learning environment.

Hats and beanies are not allowed on our school campus, except during extreme cold or hot weather, or as needed for protection. Hats are never to be worn indoors and especially during our chapel service. Please know, when the weather is either very cold or extremely hot, students are only allowed to wear the hats and/or beanies outside. No logos except LSA logos. Solid colors of black, gray, navy blue or white.

Off Campus Activities Attire - When our students attend field trips, banquets or other day or overnight trips, they are representing La Sierra Academy. Unless otherwise designated, students wear blue/black jeans and school spirit shirts. Students may also choose to wear their school uniforms on school field trips. Overnight trip guidelines must be followed: including bathing suits, banquet attire and other clothing are to be modest, with no offensive messages and proper for the event.

Picture Day - Our students must wear their logoed school uniform shirts. Each student is a representative for La Sierra Academy on that day. 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.

Consequences

Dress code violations will be dealt with under the discipline policy (pg. 23). The Administration reserves the right to make interpretations and changes to the school dress code as needed. Students are expected to be subject to the school dress code while on campus. *Students must make the needed change in attire to be allowed back into the classroom.* Loaner uniforms are made available to students in order to expedite their return to the classroom.

Student Life Policy

By registering at La Sierra Academy, the student and his or her parents or guardians agree to comply with the rules and regulations as published by the school.

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 and Celebrations

ONLY STORE BOUGHT FOOD WITH AN INGREDIENTS LABEL ON THE PACKAGE is allowed. This is regarding class parties, birthday treats, celebrations, class treats, sharing of food. Food being brought into school will still need to be pre-approved by the teacher (K-6) or administration (7-12), and as always we encourage healthy snacks. We encourage non-food items.

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.

K-6: Donations of books to the classroom libraries, in honor of a child's birthday or other special event, are welcome.

Community Service

La Serra Academy Junior High students are required to complete twenty service hours per year (five hours per quarter). La Sierra Academy High School students are required to complete twenty-five service hours per year. All services are executed without financial compensation. They may be rendered to anyone who is outside the immediate family. Fifty percent of a junior high student's citizenship grade will include community service hours. Note that additional hours of community service are required for National Junior Honor Society and National Honor Society.

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.

Electronic Devices/ Cell phones in the Classroom

Personal listening devices are not allowed at school; earbuds are not permitted to be worn on campus during school hours nor during school related activities under our supervision. All electronic devices are not permitted on campus or during school related activities under our supervision. If any staff member spots such items being used on campus, please know they will be confiscated and held in the administrative offices, until the parents come to reclaim the items.

Cell Phones and smartwatches 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.** 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.

Nonverbal, oral or written communication, on and off campus, including video, pictures and graphics on classroom computers, personal computers, smartphones or other devices, must demonstrate a positive purpose and basic Christian principles of decency. Should the school become aware that a student has been communicating inappropriate content on or off campus or misrepresenting the Christian values of the school in communication, the student will be subject to disciplinary action.

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.

Volunteers/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. (*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 Association

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

Lockers

A locker fitted with a combination lock is available to all students grades 7-12. Students must keep their lockers locked at all times. It is not wise to store money or items of great value in student lockers. All changes in locker assignments must be made through the administrative secretary. Any item displayed or stored in the lockers should be consistent with the philosophy of the school.

PE Lockers - P.E. lockers are provided as a service for student convenience. All students must have a lock for the P.E. lockers. Locks will be issued by the P.E. Department at the beginning of each school year. **Never** leave money in the P.E. lockers or locker room. This area is shared by the junior high and the high school. If a student needs a new lock, there will be a charge of \$15.00 for a lock. **Administration reserves the right to search lockers at any time.**

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.

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

All K-6 students must be signed out by an authorized adult, when picking up a child. On the elementary campus, 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. We ask that our school stakeholders respect these guidelines.

Please know, only the persons authorized by the student's parents or legal guardians will be allowed to pick-up the child. **If a person comes to pick-up a student, 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.

Parents may not leave cars unattended in the drive-through area at any time. Also, if it becomes necessary for parents to wait, we ask that they please park in the Golden Avenue parking lot. Unattended cars may be tagged for towing if left for an extended amount of time or not parked in the Golden Ave parking lot. If it is necessary to accompany a student to their classroom (for projects), parents are asked to park in the Golden Avenue parking lot, sign-in and get a Visitor sticker.

Elementary: Grades K-6

- Students may arrive at 7:00 AM at the Golden Avenue entrance and will be charged Extended Care fees until 7:30 AM. At 7:30 AM, K-6 students will be released from Extended Care to the Elementary White top supervised area until school begins.
- 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 arrives after 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 their full printed name and signature.

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

Students still on campus 15 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). *Fees apply. See our Financial Brochure on our website: www.lsak12.com.*

Grades 7-12 Drop-off/Pick-up

Campus supervision is provided in the Multipurpose Room (formerly the HS Library) starting at 7:00 AM, Monday through Friday. Extended Care fees apply to junior high students from 7:00 AM to 7:30 AM. After school, supervision is only provided until 3:30 PM Monday through Thursday and 1:00 PM on Fridays. After that, extended care fees apply.

- 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.

It is expected that our families will make other arrangements if they are not able to pick up their children by Extended Care's closing times. 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).

When parents/guardians pick-up their children, they may be required to identify themselves through photo ID. When anyone other than the parents or legal guardians pick-up the student, we must have names and phone numbers on file; also, we need an authorization from the student's parents or guardians allowing that person to take the student home. Individuals, other than parents or legal guardians, must show the proper identification. Extended Care requires all adults picking up the students to sign the students out. **Older siblings must be 18 years of age or older to check out students.**

Students Enrolled in After School Programs

K-8 students will be taken to and checked into Extended Care 15 minutes after the scheduled end time of their after school program (such as music, sports or other school activity).

School Spirit

A wholesome school and class spirit is desirable and should be fostered by all school organizations. This school spirit is evidenced by thoughtful consideration for others and by courtesy and good will in all personal and interclass relationships. So-called "school spirit," however, which finds expression in the destruction of property, in boisterous, unrefined conduct, in the hazing or humiliation of any student, group of students, or faculty is out of harmony with the spirit of good sportsmanship and is not permitted, and disciplinary action will be taken.

Technology Guidelines

We incorporate technology in our educational program through the use of computers, email, using online services of the internet and teaching students how to properly research on the internet. We may also use cameras, recording and live-streaming. Technology is designed to support our educational curriculum and class activities. For students at La Sierra Academy, technology is a privilege and not a right, which we carefully monitor for student safety. Should any student abuse the privilege of using school technology, their usage will be revoked.

Our school reserves the right to review the usage of technology on our campus. We also reserve the right to edit, modify or delete notations on the school sites that violate our policies. Any electronic files or messages may be monitored to ensure compliance with the governing technology policies of the school. Students must also remember that their electronic files and computer usage will not be private or confidential. Finally, we reserve the right to add or modify our guidelines at any time.

Each student must agree to adhere to the following guidelines:

- Do not use a computer or other technology to cause injury to your fellow students or teachers.

- Do not share your class zoom code, student account and/or password with another person.
- Do not damage any computer, related technology equipment, or the school network in any way.
- Do not interfere with the operation of the school network by installing illegal software, shared or free software. No downloading viruses or attempting to circumvent virus protection programs.
- Do not violate copyright laws.
- Do not send and/or receive personal email at school, unless instructed under the tutelage of a teacher
- Do not view, send, display offensive, obscene, threatening messages, or pictures.
- Do not trespass into another person's folders, work, or files; to tamper with or copy from their labors.
- Do not enter any chat rooms or video conference calls.
- Do not use technology for any illegal, immoral or unethical endeavor.
- Do not violate the privacy of individuals using online sites and/or social applications.
- Immediately notify an adult, should you encounter (by accident) materials, which violate the rules of appropriate use.

Many schools are experiencing a growing difficulty with sexting. Sexting is the act of sending, sharing or receiving lewd and sexually explicit or suggestive photos, e-mail messages, cell phone images or by computer or other digital devices. Should any student be found participating in this practice using school technology or electronic files, they will be subject to immediate disciplinary action, which may include an extended suspension or expulsion. Parents/guardians and students should be aware that state and federal laws may require the reporting of such conduct and practice; resulting in possible criminal prosecution.

Should any student attempt to disable or circumvent any school security system, they will be subject to immediate disciplinary action. La Sierra Academy is not responsible for any information that may be transmitted or received through the usage of the internet. Each student uses technology and electronic files at their own risk.

La Sierra Academy students are required to sign a Technology Practice Agreement before using any computer or technology equipment of the school. This agreement is kept in the student's files. Every student is expected to use technology in an ethical and moral manner.

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.

Attendance Policy

La Sierra Academy is invested in mentoring students for the future and seeks to have an attendance policy that encourages responsibility and accountability.

Leaving Campus During the School Day

A parent or an authorized adult must sign the student out in the School Office. Students will be called out of class only when the parent or authorized adult has come to the office and signed them out. Authorized adults are individuals specifically designated, in writing, by the student's parents. (*EDUCATION CODE A23-132*)

Reporting Absences

K-12 Parents should email attendance@lsak12.com (preferred) or call the attendance line at 951-351-1445 ext 123. Parents must excuse every absence within 24 hours of their child returning to school for all unplanned absences.

Absent Due to Tardy

A student who arrives to class more than 15 minutes late is considered to have missed a significant amount of class time and will be marked absent. If this is an unexcused absence, the student may not be able to make up for missed work.

Planned Absences

There may be a rare occasion where a planned absence is absolutely necessary. Parents should fill out a pre-arranged absence form if they are aware of an upcoming absence(s). The form must be approved by administration prior to the student taking the form to the teachers for assignments. The completed form needs to be submitted to the Registrar at least one week prior to absence. Any pre-arranged absences of 7 or more days should be arranged at least 3 months in advance and are subject to being denied by school administration. Grades 7-12 Finals Week cannot be excused unless extenuating medical circumstances.

If the planned absences include: family vacations, a student at home to help out, student babysitting, student gone to the beach, shopping, etc. assignments may not be excused. Teachers may not give out homework packets ahead of time.

Unplanned Absences

Students may be absent for unanticipated reasons. In the event, your child is absent, please email attendance@lsak12.com (preferred) or call the attendance line at 951-351-1445 ext 123 stating the name of the student, grade level and the reason for the absence. Please also email your child's teacher regarding

absences and ask about assignments. If a student is absent for 3 or more consecutive days, a doctor's note must be provided for the absence to be excused. Homework may not be excused.

Excessive Absences

When a student exceeds seven or more absences in a semester, they are in a non-compliance status with California State Law, which allows for 10% absence per semester. Should this occur:

*First, the parents will be notified, through Facts/RenWeb, by an automated letter from the principal.

*Second parents will be requested to attend a meeting with the Administration, which may result in an attendance contract.

Excessive absences can fall under the category of truancy. Our goal is to have all LSA students attend school 100% of the time. Also, a pattern of excessive absences jeopardizes a student's academic status.

Tardiness

It is extremely important that students arrive at class on time. Students who are late for school interrupt the class and they miss valuable instruction. Students arriving after 8:00 am are considered tardy and must get a pass from the School Office to sign in. Parents will be notified, in writing, when a student has accrued five tardies for the quarter. Perpetual tardiness may result in a parent conference. Excessive tardiness may result in corrective actions; such as a missed recess to make up any work that may have been missed. If the problem persists, parents will be requested to attend a personal meeting with the Administration, which may result in an attendance contract. Note that 3 tardies in one class period equal an absence.

Make-up Work

Students with excusable absences have the same number of days absent to complete missing assignments, quizzes, and tests. Should a student exceed this amount of time, in completing their assignments, there is no guarantee that the teacher will accommodate them.

Make-Up Work for Sports/Music Participants

Students participating in sports/music activities are not exempt from completing class assignments, quizzes, and tests. Participating in sports/music is a privilege, not a right. It is the student's responsibility to seek the instructors for assignments, quizzes, and tests **before** leaving for a game/performance. Failure to do so may affect the student's team/class status.

Truancy

Students are to remain on campus during instructional time and leave the campus only when they are picked up by their parents or legal guardians. Students are to remain in the school zones and not venture outside the school gates. Should any student skip or miss class without appropriate authorization from school administration, they will be subject to disciplinary action. The following instances constitute truancy:

- Loitering on campus without a pass or permission during class time (including study hall, P.E. and/or work period).
- Leaving campus for any non-school related reason without following the prescribed checkout procedures.

- Leaving class without a pass or permission during class time for any reason.

Junior High And High School

High School students may not receive credit for a class if the number of excused and unexcused absences combined exceed 7 absences in the semester. *Students may submit a petition form to the Curriculum Committee to request credit for the class due to exceptional circumstances.*

Count against 7 absence limit	DOES NOT count against 7 absence limit
<ul style="list-style-type: none"> · The following school sponsored activities: · Overseas Tour · College Days which exceed the 4 allowed · Excused absences · Absent due to tardy · Unexcused absences 	<ul style="list-style-type: none"> · Field trips/Music Tour/Mission Trip/Senior Trip · Leadership & Jr/Sr Bible Conferences · College Days (up to 4 days) - Juniors and Seniors only · School Sponsored Music Festivals · Death of a member of the immediate family (1 day in state; 3 days out of state). · School Sports (leaving early for games) · Other field trips & school activities

Home Pass

Seniors who are not scheduled for a class, study hall, or work period in the afternoon, after their scheduled classes have finished, must leave campus or be placed in a class, work period or study hall (if one is available). A parent must sign a Not On Campus form in person at the Registrar's Office.

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 "Drop/Add Form". This form must be signed by his or her work supervisor.

Worship Attendance

The spiritual growth of our students is of paramount importance and one of our highest priorities; as such, chapel attendance is required.

Junior High Student Organizations

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 total by the end of the school year** are recognized as National Junior Honor Society (NJHS) members.

Eighth Grade Class Officers

During the last part of 4th quarter during 7th grade year, eighth grade class officers are chosen. These offices consist of: President, Social Vice President, Pastor, Treasurer, and Secretary.

Students interested in running for office must submit an application for student office. After a review of attendance records, behavioral history, academic performance, and character evaluations, the administration approves candidates to run for eighth grade class office.

An eighth grade class officer campaign is held for one week and fellow classmates are given the opportunity to vote their choice. All campaign posters and handouts must be approved by the administration.

Senators

Students who run for an office, but are not elected for an office, will be part of a run-off election. The top two candidates will be offered a seat in the governing body as class Senators.

Expectations for Eighth Grade Class Officers

Class officers and class senators must be full-time students and must adhere to and maintain, for the duration of the school year, the following criteria:

Academics:

- 2.0 GPA and above
- No F's or Incomplete recorded on their report card

Attendance:

- Must attend 80% of their classes each quarter
- No referrals due to excessive tardies

Citizenship:

- No suspensions during the previous and current quarters
- Approval from the principal and faculty
- Required annual community service hours must be current.

Students not meeting these criteria may be removed from office.

Responsibilities of Eighth Grade Class Officers

- ☐ Assist in the fundraising and planning for the Knight of Honor
- ☐ Plan and conduct class vespers
- ☐ Plan and conduct class social activities
- ☐ Participate in the Eighth Grade Graduation as leaders
- ☐ Assist in organizing community outreach activities
- ☐ Participate in planning school picnics and other school activities for the Junior High.

High School Organizations

Faculty sponsors are assigned to all organizations and clubs. No class or club meeting has any official status unless they have an appointed sponsor who is present at the meeting.

The treasurer of each organization, in cooperation with the sponsors and the Business Office, must keep written accounts of all the funds for that organization. All cash must be submitted to the Business Office.

Student Offices

A student may only hold one office at any given time. Candidates for office must be approved by the registrar. Student officers must stay in compliance with the criteria requirements to be in office. Petitions are available from the registrar's office for all offices. All campaign posters and handouts must be approved by the administration.

Criteria for Student Office

Involvement in activities not consistent with our school mission will exclude candidates from running for office. Once in office, if the criteria is not maintained, students may be placed on probation, suspended from office, or may be required to forfeit office. Depending on the situation, the student may not be allowed to run for office for the following school year.

- ***Citizenship***- No suspension, probation, ongoing behavioral issues during the previous and/or current semester.
- ***Cumulative GPA** of 2.00***
- ***No incompletes recorded on their transcripts***
- ***No F's in current classes***-This includes both regular on campus classes and correspondence courses.

Qualified candidates must meet the above criteria as well as the following prerequisites for running for office:

- ***Residency****- 1 year prior to the term in which the office will be held. Must be a full-time student.
- ***Attendance***– Acceptable attendance based on attendance policy.
- ***Community Service*** - Required annual community service hours must be current.

*There are no residency requirements for freshman offices.

**Based on the most recent complete semester prior to application to candidacy. Also included are no Incompletes and no outstanding "F"s in a course required for graduation.

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"

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.

Executive Student Council

The Council is the governing organization of SALSA. All meetings are conducted in harmony with the student organization constitution.

Student Senate

The Legislative organization of SALSA includes senators from each respective class. Student Senate meetings are open to all members of SALSA.

National Honor Society

The National Honor Society is open to students with a minimum cumulative GPA of 3.7, have completed 70 hours of Community Service by the time they apply their Junior year, no course grade lower than a B- and who are juniors, or seniors. The club emphasizes educational enrichment activities, including field trips and students must complete an additional 10 hours of community service each year

Varsity Sports Program

Junior High Varsity Sports

The junior 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 Varsity participation, a student must meet the following requirements during the previous 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.

Sports Offered

- ☐ Basketball
- ☐ Volleyball
- ☐ Soccer (Coed)
- ☐ Baseball (Boys)
- ☐ Softball (Girls)

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

The Varsity program at La Sierra Academy recognizes the success of student-athletes to participate in a Christian athletic setting where traits such as academic importance, self-discipline, sportsmanship, and team values are stressed. An important goal of the coaching staff is to teach student-athletes to understand the importance of athletic training while developing values to help them become successful Christian-athletes. It is important that eligibility and participation requirements be met by players, as well as auxiliary personnel, such as team managers, scorekeepers and statisticians.

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.

Eligibility for each sport is based on the following grading periods:

Volleyball - Second semester of the previous school year.

Soccer - First quarter of the current school year.

Basketball - First quarter of the current school year.

Baseball/Track - First semester of the current school year.

Softball - First semester of the current school year.

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.

Academic Information and Policies

La Sierra Academy Curriculum is adopted from the North American Division Education Code, California Standards, and College Board Standards.

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. Examples of academic integrity include but are not limited to:

- Maintaining the highest level of personal integrity and honesty in all academic work.
- Using only study aids that are explicitly allowed by the teacher.
- Refraining from submitting any work for personal credit that is not a product of personal effort. Copying, duplicating, plagiarizing, or any other similar dishonorable practices are not acceptable. (Plagiarism is a form of academic dishonesty in which a person intentionally or unintentionally claims another person’s words and ideas without giving credit to the original source).
- Accepting the responsibility and submitting to the consequences of failure to meet this commitment.

Consequences for academic dishonesty may include, but are not limited to:

1. If a student engages, according to a teacher’s judgment, in an act of dishonesty during a test or individual assignment of any kind, he/she will be informed of the infraction. The assignment will be withdrawn, and the student will receive a “0” (zero) for the test/project/assignment. The teacher reserves the right to apply the penalty to any other parties involved in the breach. A

written communiqué from administration will be sent to parents/guardians informing them of the breach.

2. If a student is caught cheating for a second time by any teacher in any class at any time during their school experience at La Sierra Academy, the student will withdraw from the course and he/she will receive a “WF”. Parents/Guardians will be informed by phone and by mail.
Elementary Clause: Due to the self-contained nature of classrooms, students will receive an “F” for the grading period; students and parents will meet with the Administrative Council.
3. If a student is caught cheating by any teacher a third time, in any class, the student will be asked to withdraw from La Sierra Academy. The student may re-apply the following year, provided the student is willing to conform to the ethical expectations of La Sierra Academy.

The student may appeal to the Administrative Council at Step 1 or Step 2. La Sierra Academy will strive to be fair, while at the same time maintaining the standard which has been established for the good of the school and the entire student body.

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. They must demonstrate excellent academic performance (95% or higher) and 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. The student must earn a composite score which places him/her at the 85th percentile or above and maintain a GPA of 3.5 or higher. The student should 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*)

Academic Probation

Academic Probation occurs when a student receives an “F” in two different classes, or an “F” in the same class over two progress reports. Students may be placed on a contract and Parents/Guardians will be notified, by phone or in writing, when their student is at risk. 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 a Student Study Team (SST).

At-Risk Students

When students are performing less than satisfactorily, and they have academic or behavioral patterns which do not meet the standards, they may be placed on an “At-Risk” status. A Student Success Team (S.S.T.), composed of teachers, parents, and a school administrator, may meet to discuss action plans and interventions, which will assist the “At-Risk” student in reaching a satisfactory level. An Individualized Educational Plan (I.E.P.) may be suggested to address the individual needs of the student. I.E.P.'s will need

to be requested by a parent in the public school district where they reside. “At-Risk” students are closely monitored and communication between the parents and school is frequent. However, should any academic support be needed outside the school, the parents will assume full financial responsibility.

It is the goal of La Sierra Academy to provide our students with a nurturing and successful learning environment. If we are unable to meet the needs of our students, the continued enrollment of the student may be revoked.

Assessment Reporting Periods

La Sierra Academy is committed to maintaining a constant pattern of communication with our parents and students. FACTS/*RenWeb* is an on-line, web-based communication tool used to inform parents of their student’s academic progress. Parents/Guardians of students in grades 1-12 will receive weekly Progress Reports. Grades 1-8 quarterly grades by email and grades 9-12 will receive semester grades by email. La Sierra Academy hosts Parent/Teacher Conferences in the Fall and Spring. Spring conferences are for students struggling academically. Parents or teachers may request conferences at any time during the school year.

Homework

Each teacher, or grade level, may assign homework to assist students in mastering their studies. Students are required to complete all homework assignments and turn them in on time. Homework is a part of the student’s grades. When work is submitted late, students may receive partial or no credit at all.

It is expected that parents will fully cooperate in seeing that their child completes their homework. Parents and students will be provided adequate notice of projects, which require extra time. Students will need to plan accordingly to ensure projects are turned in on time. Please know and understand that student homework and projects must reflect the student’s efforts. Parents may assist their children by providing tools and guidance, but the finished product should mirror student work.

Standardized Testing

La Sierra Academy uses MAP Growth Assessment and other forms of assessment, to formally assess students. MAP is a nationally acknowledged battery of tests, which measure critical thinking skills in varied subjects. This test is administered to students in grades 1 - 12 three times a school year. All formal test dates are posted on the school calendar. La Sierra Academy strongly encourages all students to be present and on-time for the MAP Growth Assessment. When students are absent during the assessments, alternate testing dates may be assigned. Also, students, who have provided formal documentation of special needs adjustments, are provided specific accommodations. The test results are immediately available online and are reviewed with parents during the first semester Parent/Teacher Conference. (Education Code C16 –120)

Elementary Academic Information

La Sierra Academy - Elementary Curriculum is adopted from Section C14-104, of the Pacific Union Education Code and Common Core Standards.

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:

Required Courses

- ☐ Mathematics - including Algebra I (Qualifying 8th Grade Students)
- ☐ Science
- ☐ Religion
- ☐ Language Arts
- ☐ History
- ☐ Physical Education
- ☐ STEAM/Art
- ☐ Keyboarding/Computer Literacy

Elective

- ☐ Band or
- ☐ Choir

Junior High Varsity Sports - (Additional Fee Applies)

- ☐ Basketball
- ☐ Volleyball
- ☐ Soccer (Co-ed)
- ☐ Softball (Girls)
- ☐ Baseball (Boys)

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%)

Community Service Requirement

20 hours of Community Service are required for each year in Junior High. This is 50% of the Citizenship grade. At least 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.

Eighth Grade Graduation Policy

A diploma is granted to a student who has been in attendance at La Sierra Academy for at least the last semester of a student's eighth grade year, who has successfully passed each required class with an average GPA of 1.0 (D), and whose citizenship has been satisfactory. The graduation ceremony is a formal service designed to honor students for their academic accomplishments. Participation in these exercises is a privilege for all passing graduates.

Graduation Honor Cords

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

Educational Trips

Junior High Catalina Marine Adventure

During this educational adventure, students spend three days and two nights on Catalina Island.

Highlights of the Trip May Include:

- Boat transportation to and from Catalina Island
- Marine studies
- Open-water school aboard a scientific ship
- Waterfront Activities: Swimming, paddle boats, sea kayaks, snorkeling, inner tubes, boogie boards, hiking and campfires.

Please note: Junior High students who have serious behavior infractions, resulting in suspension, may not be allowed to attend this trip. Please be aware that after a certain period of time, refunds will not be available.

Knight of Honor

A ceremony is held during the fourth quarter which highlights the academic and athletic achievements of the eighth grade graduates and honors the graduate's parents. During this event, academic and athletic awards and trophies are given to the students, numerous talents of graduates are showcased, a slideshow is shown, and a light reception is offered. This is a night of celebration!

High School Academic Information

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.

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.

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

Semester Period - Five semester periods of credit are earned by completing the requirements for a class which meets the equivalent of 50 minutes per day for one semester of 18 weeks. Lab courses require a minimum of 250 minutes per week, of which an average of 50 minutes per week is devoted to laboratory experience.

Incomplete Work - A student may receive an “I” (incomplete) in a course if he/she has an administrative and/or teacher approved emergency and has not had sufficient time to complete the work. The student must

make arrangements with the teacher to complete the course requirements within the next nine week grading period.

Repeated Classes - If a student fails a class or wishes to improve a grade, he/she may retake the class at their own cost through an accredited home study program or in an accredited structured class.

Transfer Grades - Grades from a non-accredited high school, home school, or a foreign school may be accepted on a pass/fail basis.

Credit Transfer - Credit is awarded based on the accreditation of the previous school and LSA academic policies. AP courses, honors classes and/or other classes transferred to the academy will reflect the GPA scale of La Sierra Academy.

Semester Examinations - Examination approval is issued by the Business Office when student accounts have been settled, and financial or other obligations have been fulfilled.

Late-Enrollment Grading Policy

If a student enrolls after the beginning of the term and does not have transfer grades, any missed work will be determined by the admissions committee.

Minimum Load

Students 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 5 periods if enrolled in a dual credit course at La Sierra University..

Change in Class Schedule

Each student's schedule will be established by the Registrar/advisor at the time of registration. Exceptions to policies must be approved by the Curriculum Committee.

Adding a Class - The last day to add a class, unless the student is transferring from another school, is two weeks after the beginning of the term.

Dropping a Class - The last day to drop a class and not have it recorded on the student's permanent record is 2 weeks after the beginning of the semester. Classes dropped after the 2nd week and before the end of first quarter of the semester are 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.

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. 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.

Advanced 8th Grade Math

Eighth-grade students who successfully complete *Algebra I at La Sierra Academy will receive credit toward high school graduation. Eligibility for this class will be determined by:

- The Mathematics Diagnostic Testing Program (MDTP) Algebra Readiness test
- MAP scores
- La Sierra Academy teacher recommendation
- A parent/student interview.

*Students must be approved by the Math/Science department and Junior High administrator

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.

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 and universities 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. The MAP test for Math, Reading and Language. Map Testing is only required in the Winter.

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 (33%)
- Attendance (34%)

- Community Service (33%)

Grade Reports

Midterm Grades – which are earned at the close of the 9-week period (1st & 3rd quarters).

Semester Grades – which are earned at the close of each semester. The semester final grades are recorded on the student's permanent record and transcript.

Parents Web

Grades are updated regularly on RenWeb/FACTS.

Educational Trips

Washington D.C. Trip

The summer after Junior year, seniors have an opportunity to attend The Washington D.C. Trip. This educational tour exposes our students to the historical and educational sights of our nation's capital, Gettysburg, Pennsylvania, and north sections of Virginia.

Highlights of the Tour May Include:

- White House
- US Capitol Tour
- Smithsonian and Holocaust Museums
- Arlington Cemetery, Vietnam and Korean Memorials
- Newseum
- Supreme Court visit
- Jefferson, Lincoln, Roosevelt & King Memorials
- Gettysburg, Gettysburg Museum
- Mount Vernon Estates
- Williamsburg and Jamestown
- Elfreth's Alley

Music Tour

The students in band/choir/Delta Mu are required to attend the annual music tour.

Highlights of the Tour Include:

- Performances
- Some educational site seeing
- Some fun local activities
- Transportation may include vans, buses and flights, depending on the location of the tour

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.

Course Descriptions

Not all classes are offered every year.

Applied Arts

Computers

This course will focus on uses such as keyboarding, Microsoft Word, Microsoft Excel and Publisher, PowerPoint, Prezi Presentations and more.

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

AVID Tutorials

The AVID Elective targets students in the academic middle with the desire to go to college and the willingness to work hard. The year-long class places these students on the college track, requiring students to enroll in the most rigorous courses that are appropriate for them, such as Honors and Advanced Placement®. To support them in the rigorous coursework, AVID students learn organizational and study skills, develop critical thinking, learn to ask probing questions, receive academic help from peers and college tutors, and participate in enrichment and motivational activities to make their college dreams reality.

This course will be open to Freshmen, Sophomore, and Juniors. There may be an application and interview process.

English Language Arts/ Modern Languages

English I

English I is a survey of literature and composition class in which students study a variety of literature, including genres like novels, short stories, poetry, and dramas, while learning about literary devices and techniques such as characterization, plot structure, metaphor, and theme. Students will also increase their writing skills through the composition of personal essays, analytical writing, poetry, and personal writing

of their choice, while also learning about the feedback process in writing groups that share their work with each other.

English II

World Literature is a course that is focused on the study of diverse cultural writings from around the globe. Various genres, cultures, literary devices, and themes will be studied over the course of the year. Students will engage in writing activities ranging from research-based works to personal response narratives. Students will work to improve grammar usage skills through guided writings, as well as improve analytical skills through classroom discussion and frequent written responses to literature. Students will also read outside works and engage in vocabulary study.

Advanced Placement Literature & Composition (Alternating Years)

This course engages students in the careful reading and critical analysis of imaginative literature. Through the close reading of selected texts, students deepen their understanding of the ways writers use language to provide both meaning and pleasure for their readers. As they read, students consider a work's structure, style and themes, as well as such smaller-scale elements as the use of figurative language, imagery, symbolism and tone. This course is taken in preparation for the AP Literature Exam in May, which can award students college credit. *See financial brochure for fee information.*

Advanced Placement Language & Composition (Alternating Years)

AP English Language and Composition is an introductory college-level composition course. Students cultivate their understanding of writing and rhetorical arguments through reading, analyzing, and writing texts as they explore topics like rhetorical situation, claims and evidence, reasoning and organization, and style. This course is taken in preparation for the AP Language Exam in May, which can award students college credit. *See financial brochure for fee information.*

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

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

The purpose of this class is to give students the resources they need to create their own artworks through a variety of media. They will develop the basic perceptual, observational, and compositional skills necessary to communicate ideas and concepts through a variety of media, such as: drawing, painting, printmaking, and mixed media. Students will also learn about a range of artists, artworks, and movements that have shaped the art world. The first semester is primarily drawing, while the second semester gets into painting and printmaking. Students will be provided with a sketchbook and other materials, but are welcome to bring their own if they so desire. *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.

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 K-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 United States Government & Politics (One Semester)

AP United States Government and Politics (AP USG&P) is designed to give students an analytical perspective on government and politics in the United States while preparing them to succeed on the Advanced Placement United States Government and Politics Examination. Students will study general concepts used to interpret U.S. politics and examine specific examples. The AP USG&P course requires students to learn facts and concepts and understand typical political processes. The course will require students to master historical and analytical skills, including; chronological and spatial thinking, historical research and interpretation. Students will evaluate viewpoints presented through major print and electronic media, understand statistical data and analyze trends related to significant political events. Emphasis is placed on applying problem-solving and critical-thinking skills interpreting graphs and tables, organizing

information, evaluating information, and communicating orally and in writing. The course aims to help students to participate effectively and democratically in the American Political society. *See financial brochure for fee information.*

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.

Geography

This geography course will familiarize students with the different geographical areas of the world in preparation of World History during sophomore year. Students will engage in thinking critically about the five different themes in movement and human-environment interaction. The five elements are; location, place, region, movement and human-environment interaction.

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

AP Biology (Alternating Years)

Advanced Placement Biology is a college-level course that is designed to prepare students for the College Board AP Biology Exam given in May. The course content is based on the AP Biology Curriculum Framework established by the College Board. This required curriculum emphasizes the development of strong conceptual understanding of core scientific principles and practices. These concepts are required for successfully passing the College Board AP Biology Exam. They include Energy Processes, Information Transfer, Interactions, and Evolutionary Theory. Please note that as a Christian Seventh-day Adventist school, science from a Creationist perspective will be taught. *See financial brochure for fee information.*

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: Prior or concurrent enrollment in Algebra II. 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: 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.

AP Statistics

Statistics is a course designed to provide the non-science/ mathematics student an intense foundational introduction to the fundamental concepts in Mathematics. Topics in this course include the basics of statistical testing, the organization, display, and analyzing of data, and exploration of probability. *See financial brochure for fee information.*

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

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.

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.

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.

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.

Graduation Information

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

AVID Cords

Meet UC A-G requirements, 30 Community Service hours each year, must be accepted into at least one college/university, minimum of 3 years in AVID, participate in at least one extracurricular activity each year of AVID (sports, clubs, Delta Mu, etc), maintain a GPA of 3.0 or higher, minimum of two AP or Dual Credit courses. Exceptions will be determined for students with severe academic deficiencies and documented disabilities by the Curriculum Committee. All AVID students in good standing will receive an AVID pin for graduation.

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” unless approved by the administrative committee in extenuating circumstances. *See policy on correspondence courses on page 61.*
2. Enrollment in all classes needed for graduation and the recognition that failing a required course during the first or second semester of the senior year will result in a senior becoming a prospective summer graduate.
3. Community Service Hours: All 100 community service hours must be completed by May of their Senior year.
4. Work Experience Education (WEE): All 100 WEE hours must be completed by May of their Senior year.
5. Exit Exam: MAP Test passing score required for Math, Reading and Language.

Community Service

Twenty-five (25) hours of unpaid community service per year of attendance at a Pacific Union Conference secondary school are required of students prior to graduating.

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.

Work Experience Education (WEE)

La Sierra Academy High School students are required to complete 100 WEE hours for graduation. Once you have completed your hours, 5 credits will be added to electives on your transcript. All services on campus are executed without financial compensation. They may be rendered to anyone who is outside of the immediate family. Students may seek employment off campus for pay. Please use the WEE form for approval before logging hours.



LA SIERRA ACADEMY

Learning, Serving & Achieving through Christ

GRADUATION REQUIREMENTS

SUBJECT	++General Diploma	College Prep Diploma	Honors Diploma	REQUIREMENT
Religion (5 semester periods for each semester in attendance at a Seventh-day Adventist school.)	40	40	40	Required for each year of attendance at a Seventh-day Adventist Institution
English	40	40	40	Only 20 semester periods of English are transferrable from non English speaking school
Math (Plus mathematics of proficiency- 10.0 on the Iowa Test of Education Development or equivalent.)	20	30**#	40***#	**Must include Algebra I, Geometry, Algebra II; ***Must include Algebra I, Geometry, Algebra II, Pre-Calculus/ AP Statistics #Pre-Algebra or other introductory math classes not accepted.
Science 10 semester periods: biological science 10 semester periods: physical science	20	30#	40*	#Must include three laboratory sciences *Must include four laboratory sciences
Social Studies 10 semester periods: World History 10 semester periods: US History 5 semester periods for each of the following: US Government & Economics	25	30	30	
Modern Language	0	20*	20*	*Two years of the same foreign language is required
Health/Technology	10	10	10	
Geography & Study Skills/ AVID	10	10	10	
Work Experience	5	5	5	Must complete a total of 100 hours of work experience
Fine Arts	5*	20	20**	**Must include 1 year of Music Appreciation, Band, Choir or Art
Physical Education	30	30	30	Taken over 6 semesters. Varsity credit may fulfill graduation requirements for only 10sp
Electives	35	5	25	
TOTAL CREDITS	240	270	310	
GPA Requirement	None	None	3.50*	No grade below B- in any course for Honors diploma
Community Service	25 hr/yr	25 hr/yr	25 hr/yr	Required for each year of attendance at PUC secondary schools

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

A Seventh-day Adventist TK-12 Educational Institution
4900 Golden Avenue, Riverside, CA 92505-3299 | P 951.351.1445 | F 951.689.3708
www.lsak12.com

HONORS DIPLOMA | 4Year Graduation Plan

9th GRADE		
Students who have completed eighth grade		
Completed	Course Title	Credits
	Religion I	10
	English I	10
	Mathematics: _____Algebra I _____Geometry	10
	Science: _____Biology I	10
	Physical Education	10
	Health/Technology	10
	Geography/Freshmen Seminar	10
	TOTAL CREDITS	70
	Optional Courses (For Additional Credits)	
	Fine Arts: _____Band _____Choir	5-10
	Electives: _____Yearbook	5
	_____25 Hours CS _____25 Hours WEE	

10th GRADE		
Completed a minimum of 60 semester periods		
Completed	Course Title	Credits
	Religion II	10
	English II	10
	Mathematics: _____Geometry _____Algebra II	10
	Science: _____Biotechnology/Alternative _____Chemistry	10
	Social Studies: _____World History _____AP World History	10
	Foreign Language: Spanish I	10
	Physical Education	10
	Electives or Fine Arts	10
	TOTAL CREDITS	80
	Fine Arts: _____Band _____Choir	5-10
	Electives: _____Yearbook	5
	_____PSAT (October)	
	_____25 Hours CS _____25 Hours WEE	

11th GRADE		
Completed a minimum of 120 semester periods		
Completed	Course Title	Credits
	Religion III	10
	English: _____College Prep _____Creative Writing _____American Lit _____Modern Authors _____AP Eng Lang _____AP Eng Lit	10
	Mathematics: _____Algebra II _____Pre-Calculus _____AP Statistics	10
	Science: _____Biotechnology _____Chemistry _____AP Biology _____Physics _____Anatomy & Physiology	10
	US History	10
	Foreign Language: Spanish II	10
	Physical Education	10
	Electives or Fine Arts	10
	TOTAL CREDITS	80
	Fine Arts: _____Band _____Choir _____Art _____Music Appreciation	10
	Electives: _____Yearbook _____Culinary Arts _____Knight TV/Unmanned/Aerial Systems	10
	_____PSAT (October) _____SAT (March & May)	
	_____25 Hours CS _____25 Hours WEE	

12th GRADE		
Completed a minimum of 180 semester periods		
Completed	Course Title	Credits
	Religion IV	10
	English: _____College Prep _____Creative Writing _____American Lit _____Modern Authors _____AP Eng Lang _____AP Eng Lit	10
	Mathematics: _____AP Statistics _____Pre-Calculus _____Practical/College Prep Math	10
	Science: _____Biotechnology _____Chemistry _____AP Biology _____Physics _____Anatomy & Physiology	10
	Social Studies: _____US Government/Economics _____AP Government/Economics	10
	Fine Arts: _____Band _____Choir _____Art _____Music Appreciation	10
	Electives: _____Yearbook _____Culinary Arts _____Knight TV/Unmanned Aerial Systems	20
	TOTAL CREDITS	80
	_____Graduation Contract	
	_____SAT (October, November, December, March & May)	
	_____25 Hours _____25 Hours WEE	5

COLLEGE PREPARATORY DIPLOMA | 4 Year Graduation Plan

9th GRADE		
Students who have completed eighth grade		
Completed	Course Title	Credits
	Religion I	10
	English I	10
	Mathematics: ____Pre-Algebra ____Algebra I ____Geometry	10
	Science: ____Biology I	10
	Physical Education	10
	Health/Technology	10
	Geography/Freshmen Seminar	10
	TOTAL CREDITS	70
Optional Courses (For Additional Credits)		
	Fine Arts: ____Band ____Choir	5-10
	Electives: ____Yearbook	5
	____25 Hours CS ____25 Hours WEE	

11th GRADE		
Completed a minimum of 120 semester periods		
Completed	Course Title	Credits
	Religion III	10
	English: ____College Prep ____Creative Writing ____American Lit ____Modern Authors ____AP Eng Lang ____AP Eng Lit	10
	Mathematics: ____Algebra II ____Pre-Calculus ____AP Statistics	10
	Science: ____Biotechnology/Alternative ____Chemistry ____AP Biology ____Physics ____Anatomy & Physiology	10
	US History	10
	Foreign Language: Spanish II	10
	Physical Education	10
	TOTAL CREDITS	70
Optional Courses (For Additional Credits)		
	Fine Arts: ____Band ____Choir ____Art ____Music Appreciation	10
	Electives: ____Yearbook ____Culinary Arts ____Knight TV/Unmanned/Aerial Systems	10
	____PSAT (October) ____SAT (March & May)	
	____25 Hours CS ____25 Hours WEE	

10th GRADE		
Completed a minimum of 60 semester periods		
Completed	Course Title	Credits
	Religion II	10
	English II	10
	Mathematics: ____Algebra I ____Geometry ____Algebra II	10
	Science: ____Biotechnology/Alternative ____Chemistry	10
	Social Studies: ____World History ____AP World History	10
	Foreign Language: Spanish I	10
	Physical Education	10
	TOTAL CREDITS	70
Optional Courses (For Additional Credits)		
	Fine Arts: ____Band ____Choir	5-10
	Electives: ____Yearbook	5
	____PSAT (October)	
	____25 Hours CS ____25 Hours WEE	

12th GRADE		
Completed a minimum of 180 semester periods		
Completed	Course Title	Credits
	Religion IV	10
	English: ____College Prep ____Creative Writing ____American Lit ____Modern Authors ____AP Eng Lang ____AP Eng Lit	10
	Social Studies: ____US Government/Economics ____AP Government/Economics	10
	Fine Arts: ____Band ____Choir ____Art ____Music Appreciation	20
	Electives: ____Yearbook ____Culinary Arts ____Knight TV/Unmanned Aerial Systems	15
	TOTAL CREDITS	65
Optional Courses (Recommended)		
	Mathematics: ____AP Statistics ____Pre-Calculus ____Practical/College Prep Math	10
	____Graduation Contract	
	____SAT (October, November, December, March & May)	
	____25 Hours CS ____25 Hours WEE	5

Faculty and Staff

Name and Position	Email
Amoah, Kalmani (M.A.) <i>7-9 English, AVID Teacher</i>	kamoah@lsak12.com
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Woodbury, Michael (M.A.) <i>Athletic Director, Physical Education Teacher</i>	mwoodbury@lsak12.com

Academic Calendar

August 21	School Begins
September 4	Labor Day
October 20	First Quarter Ends
October 23	Second Quarter Begins
November 20-24	Thanksgiving Vacation
December 19-21	Final Exams, Grades 7-12
December 21	Second Quarter/First Semester Ends
December 22– January 5	Christmas Vacation

2nd Semester

January 8	Classes Resume//Third Quarter Begins
January 15	MLK Holiday
February 19	President's Day - No School
March 22	Third Quarter Ends
March 25-Apr. 1	Spring Break - No School
May 28-30	Final Exams, Grades 7-12
May 30	Eighth Grade Graduation, LSU Church
May 31	Last Day of School
May 31	Senior Consecration, LSU Church
June 1	Senior Baccalaureate, LSU Church
June 1	Senior Class Night, LSA Gymnasium
June 2	Senior Commencement, LSA Campus at the Lawn

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