



STUDENT HANDBOOK

2011 - 2012

Glendale Adventist Academy
700 Kimlin Drive
Glendale, CA 91206
Grades 9-12: 818-244-8671 FAX: 818-546-1180

www.glendaleacademy.org

This Student Handbook/Planner/Assignment Book belongs to:

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE #: _____ E-MAIL: _____

SCHOOL YEAR CALENDAR 2011-2012

FIRST SEMESTER

9 th Grade Placement Testing.....	August 3, 10
Fall Registration	August 12
Begin First Progress Qtr/First day of school.....	August 15
Back to School Night.....	August 25
Minimum Day (12:45pm)	September 2
NO SCHOOL-Labor Day	September 5
End First Progress Period	October 14
Begin Second Progress Qtr.....	October 17
Parent/Teacher Conference (no school for students).....	October 27
NO SCHOOL-Thanksgiving Break	November 21-25
First Semester Test Week (Min Day 12/18)	December 12-15
End Second Progress Qtr/Minimum Day	December 16
NO SCHOOL-Christmas Break.....	December 19-January 2

SECOND SEMESTER

Begin Third Progress Qtr/School Resumes.....	January 3
NO SCHOOL-Martin Luther King Day	January 16
Reenrollment.....	TBA
NHS Induction	February 3
Academy Day (Min Day-12:45 pm)	February 15
NO SCHOOL-President's Day.....	February 20
Black History Week	February 21-24
End Third Progress Qtr/Minimum Day.....	March 9
NO SCHOOL-Spring Break.....	March 12-23
Begin Fourth Progress Qtr	March 26
Parent/Teacher Conferences (no school for students).....	April 5
NO SCHOOL (Semester Break).....	April 23
Returning Students Class Registration.....	May 1-31
Senior Review	May 15
NO SCHOOL-Memorial Day (Min Day-May 25)	May 28
Second Semester Test Week (Min Day-May 31)	May 23-May 30
End Fourth Progress Qtr/Semester 2/Last day of school	May 31
Consecration Services	June 1
Commencement.....	June 3

FACULTY

ADMINISTRATION

Mario Negrete, Ed.D.....Principal, Business Manager
Susan Armstrong, B.S.....Treasurer, Asst Business Manager
Martha Logé, M.A.....Academic Vice Principal / Registrar
.....Administrative Assistant
Brigitte Biaggi.....Student Accounts, Cashier

FACULTY

Brad Brandmeyer, B.A.Art I-III, Drawing I, Ceramics, Conceptual Art IV
Lola Bryant, B.S.....Business Education, Computer Applications
Melinda Danesky, M.S.Spanish I,II
Michael Dela Cruz, B.S.Vocational Arts
Ben Garcia, B.A.....Religion II & IV
Hugo Gomez, B.S.....Pre-Alg, Algebra 1, Geometry, AP Statistics
Erwin Gonzales, M.I.S.....Accounting, Computer Sciences
Sandra Gross, B.A.World Hist/H-US Hist//H-Govt/Econ/H-Eng III
Rowelyn Dela Cruz, B.S.....Gen Sci, Physics, Anatomy & Physiology
Christopher Lindstadt, B.S.Boys' Physical Ed, Athletic Director
Sheri Lira, M.A.U.S. Hist, US Govt., World Econ, Geography
Grace Lorentz, M.S.Algebra 2, Precal, H-PreCal, AP Calculus
Aura Luna-Escudero, M.A.Girls' Physical Education
Amy Marcarian, M.A.....English I & IV, H-Eng IV
Brenda Mohr, M.M.....Music (Chorale, Choir)
Brett Mohr, B.S.....Biology, Chemistry
Craig Mohr, M.A.Music (Band, Jazz Band), Health
Matt Payne, B.A.Drama, English II, III
Lemar Sandiford, B.A.....Religion I & III
.....

AUXILIARY STAFF

Carlos Biaggi.....Maintenance
Elena Castaneda.....Cafeteria
Hortensia Castaneda.....Cafeteria
Miguel Castaneda.....Grounds
Olga Rodriguez.....Cafeteria

GENERAL REGULATIONS

Guidelines are important for the maintenance of a successful school community. Academy students are expected to know that proper order and discipline are necessary for good work in school. On or away from the campus, students are expected to show respect for duty, order, morality, personal honor, and the rights of students, faculty, and staff. Respect and consideration for others is expected of all students.

It is mutually understood that upon admission every student and parent/guardian pledges to observe the regulations of the school and to uphold the principles upon which the school is based. The privileges of being enrolled in this school are forfeited when the student fails to uphold its regulations.

The provisions stated in this bulletin are not to be regarded as an irrevocable contract between the student and the school. Attendance at the school is a privilege and not a right. The school reserves the right to change any provisions or requirements at any time during the school year. All effort will be made to make students, parents, and/or guardians aware of any changes in policy in this handbook. All regulations adopted by the school board or the faculty, subsequent to the publication of this bulletin, are as binding as those published here.

The faculty recognizes that occasionally a student may misinterpret or disregard the following guidelines. When this occurs a member of the staff will make suggestions recognizing that the remarks will be accepted in the same spirit of concern in which they were given.

UNCOOPERATIVE PARENTS

Glendale Adventist Academy is committed to student success and recognizes the importance of giving students an opportunity to succeed. Student success is impacted by the supportive involvement of a student's parents.

Should the point be reached where it is determined that a student or a student's parents have engaged in inappropriate conduct or demonstrated an uncooperative or antagonistic attitude towards a teacher, administrator, or any staff member, the school reserves the right to remove services from the student by asking the student to withdraw or by formal expulsion.

GRIEVANCE PROCEDURE

The school strongly encourages every student and parent or guardian to fully cooperate with those involved in the operation of the school. The school board supports school personnel in that the right does not exist to verbally attack or harangue a teacher, either before the students or others. This is a misdemeanor in California.

Because communication sometimes breaks down and can result in misunderstandings, a grievance procedure has been established in harmony with the counsel of Jesus in Matthew 18. Please follow the procedure listed below in case of a problem:

1. If you have a complaint about a specific classroom problem, talk to the teacher involved first.
2. If still dissatisfied, contact Administration. A parent-teacher-principal conference may be arranged.

3. If further action is required, again contact the principal or board chairman to discuss other avenues of inquiry.

PROPERTY RIGHTS

Each student is expected to respect the property rights of the school and of all members of the school.

1. Students will be required to pay for damage done by him/her to school property.
2. Students will face immediate suspension or expulsion, when found vandalizing school property.
3. Students will be charged a minimum of \$50 for tampering with locks, student lockers, or any other school property (including library security system).
4. Students having possession of keys to any school locks, without authorization, will be disciplined.
5. THE SCHOOL ASSUMES NO RESPONSIBILITY FOR PERSONAL ITEMS. This includes stolen items, damage to books, clothing, musical instruments, cars, bicycles, skateboards, or other items left unattended on the school grounds.
6. The school assumes no responsibility for items or materials confiscated which are in violation of school policy; nor is there any guarantee such items will be returned.
7. The school reserves the right to permanently keep any confiscated items. The school may charge students a fee to retrieve items which have been carelessly left on the campus (grounds or buildings).

CLOSED CAMPUS

Glendale Adventist Academy operates as a closed campus.

1. A student must sign out in the Registrar's Office before going to their car at any time during the school day (even between classes).
2. A student must present parent permission (written or by phone) and sign out in the Registrar's Office before leaving campus during the school day.
3. A student who leaves campus unauthorized may be suspended. Chronic offenders may be asked to withdraw from school.
4. All students arriving late or leaving early must sign the check in/out sheet in the Registrar's Office.
5. Any area beyond Academy Place or the lower student parking lot is considered off campus. The staff housing beyond the volleyball pit is also off campus.

SCHOOL DAY

The student's school day begins from the time the student **first** arrives on campus and ends with the student's last class, study hall or other school activity.

VISITORS

Visitors are welcomed to our campus, however, their visit must be pre-arranged, and must not disrupt classes or programs in progress. The following guidelines must be followed:

1. Guests must obtain a visitor's pass from the administration before visiting on campus.
2. Prearrangements for visitors must be made at least one week in advance.
3. Students are to inform their guests of school regulations before they come, and visitors must conform to these regulations.
4. Visitors will not be permitted during the first quarter of the school year or during Test Weeks.

5. Passes are to be returned to the office at the conclusion of the visit or the end of the day.
6. Unauthorized visitors are subject to police inquiry.

Specific procedures for requesting a visitor's pass are available in the Administration Office.

TIME OF ARRIVAL AND DEPARTURE

Supervision is provided for students for a period of thirty minutes before the opening of school and for a period of thirty minutes after the close of school. Students should not arrive earlier than thirty minutes before school opens and should not expect to remain on campus longer than thirty minutes after the close of school.

Students on campus after such times will be asked to vacate the campus, and may be subject to an after hour fee or detention. Special arrangements need to be made with the Administration if a student cannot vacate the campus by the appointed time.

Any student staying on campus after 5:00 p.m. Monday through Thursday or after 3:00 p.m. on Friday is on campus at their own risk. There is NO SUPERVISION!

UNSUPERVISED PLAY

Students are not to play in the gym or any other areas without direct faculty supervision. The school does not assume responsibility for students who are playing on the campus unless their activity is under the direct supervision of an authorized adult.

RESTRICTED PLAY AREAS/LOITERING

Academy students are not to play or loiter in designated Elementary play areas. All areas are excluded for play except third terrace, the gym and P.E. areas. There is to be no loitering about the campus or school buildings during the school day, during any program or religious service, or after school. Students staying on campus for school activities are expected to stay in the area of the activity and leave the campus when the activity is completed.

SOCIAL STANDARDS/PUBLIC DISPLAY OF AFFECTION

A friendly, wholesome association between young men and young women is desirable. 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. The public display of affection is not conducive to an academic environment. Students engaging in excessive physical contact or other activities with sexual overtones, 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. Refer to "Reasons for Disciplinary Action" #4 for more information.

MOTORIZED VEHICLES/PARKING REGULATIONS

1. All vehicles, driven to school by properly licensed students must have current California registration and must be registered with Administration. A minimal parking fee is charged for a parking permit.

2. Parking is to be in the student parking areas only. Faculty/Staff and Visitor parking stalls are marked accordingly, and are not for student use. Assigned faculty parking areas are not available for others to use during the hours of 7:00 a.m. to 5:00 p.m.
3. All motorized vehicles, including motorcycles, are to be parked in assigned areas and remain in those areas until students leave campus at the end of their school day.
4. Vehicles may not be used during school hours except by permission of the school administration.
5. Vehicles are to park with front end in first. Permits must be visible at all times.
6. All students must have a valid driver's license and must be covered by auto insurance.
7. The school is not responsible for the student's vehicle or its contents, or any damage to it. The student assumes full responsibility for their vehicle.
8. The student parking area is "off limits" during the school day, including the lunch hour.
9. A student may not borrow another student's vehicle.
10. There will be no speeding (over 5 m.p.h.) on school premises and there shall be no form of reckless driving on the school premises or the areas surrounding the school. Students **will lose** campus driving privileges for reckless driving.
11. Student vehicles may be subject to search.
12. Parking regulations are strictly enforced.
13. Suspension of driving privileges, towing of vehicles, and/or suspension from school may occur when a violation of these regulations occur.
14. The California Vehicle Code is applicable on school property.

FIELD TRIPS AND OFF CAMPUS ACTIVITIES

Teachers conduct field trips in conjunction with class instruction. Activity trips are an integral part of class organization. The instructor or sponsors in charge are responsible for the conduct of students on such occasions. Transportation for these trips will be arranged by the teachers in charge and the school administration. All vehicles must have proper insurance and be driven by approved adults.

Students are required to have a Parent Medical Consent/Educational Trip Consent Form on file in order to participate in a field trip or off campus activity. Special consent forms are required for overnight or multiple days activities. The Administration reserves the right to examine any student's luggage on overnight activities.

DAILY ANNOUNCEMENTS

An announcement sheet is prepared each day. Items for this sheet must be written out and signed by a faculty sponsor. These must be submitted to the Registrar's Office no later than 2:45 p.m., Monday through Thursday, and 1:30 p.m., Friday.

TELEPHONES

The faculty and office telephones are business phones and may not be used by students. There is a public phone on campus for student use, and should be limited to brief calls that are absolutely necessary; it should not be used for socializing. Calls to the school from parents or others will be relayed directly to students only if deemed an emergency. Administration will do its best to delivery all messages to the students directly.

LOST AND FOUND

Lost and found items are to be turned in to the Administration office. Unclaimed items are disposed of periodically. It is suggested that clothing and items of value be marked with the student's name. Excessive amounts of money and expensive items should not be

brought to school. The Business Office will temporarily hold large sums of money or valuables which must occasionally be brought to campus.

ELECTRONIC EQUIPMENT

Ipods, MP3 Players, personal computers, and other electronic equipment or toys are not permitted on campus. Such items will be confiscated and held until a parent picks them up or until the end of the school year. A \$5.00 retrieval fee will be charged.

Although GAA recognizes that parents want to be able to reach their student by cell phone, phones must be turned OFF and OUT OF SIGHT from 8:05 am – 3:30 pm (except lunch 12:45-1:15 pm). Phones will be confiscated if used, seen or heard and held until a parent picks them up or until the end of the school year. A \$5.00 retrieval fee will be charged. (see Telephones, page 7)

The school assumes NO RESPONSIBILITY for any of the above mentioned items.

FIREWORKS

Because of the danger involved, the school does not permit firearms, firecrackers, lighters including incendiary devices, or explosives of any kind to be on the campus or at any school or class activity off campus. Possession of such will be cause for suspension or expulsion.

MEDICATION AT SCHOOL

Teachers and staff members are not permitted to dispense any medication to students, unless special provisions are made, as specified below. Self-administration of drugs, whether prescription or not, is not permitted on the school premises. No student is to carry any medication on the school grounds (except inhalers).

According to the California State Education Code, any pupil who is required to take prescribed medicine during the regular school day may be assisted by school personnel providing the school receives both of the following:

1. A written statement from the physician detailing method, amount, and the time schedule by which such medication is to be taken.
2. A written statement from the parent or guardian of the student indicating the desire that the school assist the student in following physician's prescriptions.

Such medication must be delivered to the school office in the original container as delivered by the pharmacy. Inhalers may be kept on hand for PE classes.

SUBSTANCE ABUSE

Glendale Adventist Academy believes that it is in the best interest of its students and the community to take steps to enhance, promote, and maintain a drug-free school. Whenever and wherever factors arise which interfere with a student's school performance and give rise to the suspicion of a possible chemical dependency, the school reserves the right to ask the student to submit to an immediate drug screening test.

Should such a screen test be positive, the student will be required to seek immediate treatment as a condition of continued enrollment. Refusal to submit to a drug screen or unwillingness to participate in a treatment program is grounds for a student to be asked to withdraw from school.

Some students require support for their decision to remain drug-free. Since chemical dependency is preceded by the abuse of alcohol or other drugs, the school wishes to provide education and/or assistance to any students and particularly to those students displaying signs of involvement. We will make appropriate referrals so that a student may get the necessary help.

WORSHIPS, CHAPELS, AND ASSEMBLIES

Daily morning worships and weekly chapels or assemblies are an important aspect of the school program. The school's attendance policy applies to all worship, chapel, and assembly meetings. Books, notebooks, or other materials for studying or reading are not to be used during these programs.

PROGRAM GUIDELINES

All school programs must be approved by school administration. Special chapels, slide shows, dinners, class nights, vespers, talent festival, etc. must have all musical acts, soundtracks, skits, and slides auditioned before the Music/Program Committee at least one week prior to the event. Any unauthorized changes in program content may result in the cancellation of the program. All parts of an auditioned program must be in harmony with the standards of the SDA church and GAA; including musical content, costumes, and choreography.

STUDY HALL

There are study halls scheduled throughout the day. Students must have plenty of study material and maintain a quiet study atmosphere.

CAREER COUNSELING

The school provides catalogs of many colleges and universities. These may be checked out through the Registrar's Office. Scholarship information may also be available.

FOOD SERVICE

The school provides regular cafeteria meals (vegetarian) for both elementary and academy students. Students may purchase a complete meal or supplement their lunch from home. Non-caffeinated drinks, chips, and other snack items can also be purchased. Food prices are provided in the Business Office and Cafeteria. All meals must be eaten in the cafeteria. Parents may bring lunch for their student (only) by delivering it to the Administration Office.

STUDENT IMAGE AND DRESS

The Glendale Adventist Academy student image and dress policy reflects the school's commitment to Christian excellence and modesty. The image that a student creates is a reflection of his/her commitment to this standard of excellence. The staff desires an emphasis on education rather than on dress. Refer to Student Image & Dress Policy.

SPECIAL DRESS DAYS: Throughout the year certain days are declared special dress days, days when students may opt to dress in specified non-uniform wardrobe. General guidelines still apply: no frayed jeans, no bare midriffs, no bare shoulders, no inappropriate writing on shirts, no flip flops, etc. Skirts and shorts must be modest in length. Students should check for posted/announced guidelines.

PHYSICAL EDUCATION CLOTHING: Students are required to wear the prescribed uniform during physical education classes. This uniform is to be worn only in the physical education areas and includes:

1. GAA gray shorts/green mesh shirts
2. Ash GAA T-shirts
3. White socks and athletic shoes (for the gym, non-marking soles)
4. Sweatsuits may be worn. These items can be purchased from the school athletic department.

CLUBS AND ORGANIZATIONS

Glendale Adventist Academy sponsors a number of organizations which are designed to promote leadership among the students and to develop the physical, mental, social and spiritual powers. All clubs must have administrative approval and assigned a faculty sponsor. Each of these organizations is conducted within the framework of the school's standards and regulations. All official student meetings or activities must have an officially appointed faculty sponsor present.

STUDENT ASSOCIATION

The Student Association (SA) is an organization of which every enrolled student is a member. It is organized to foster social, intellectual, and spiritual activities. The Student Council is the legislative organization of the S.A. Membership includes representatives from each class. The Council is open to the members of the student association and is operated in harmony with the constitution of the Student Association. The Executive Student Council, made up of elected Student Council members and class representatives, is the governing organization of the Student Association. Business is conducted in harmony with the Student Association constitution. The Student Association (SA) takes the lead in spearheading banquets, recreation activities, local trips, picnics, beach vespers, athletic and academic contests, and inter-school events.

ELIGIBILITY FOR CLASS / S.A. COUNCIL OFFICE

Students must have a minimum of a 3.0 cumulative grade point average (GPA), "C" or above in attendance for the previous and current quarters, a satisfactory citizenship and no "F" or "I" grade from the previous quarter/semester to run for a **major office (class) or for Student Council.**

A student must have a minimum of a 2.5 cumulative scholastic average, "C" or above in attendance for the previous and current quarters, satisfactory citizenship and no "F" or "I" grade from the previous quarter/semester to run for a **minor office (class).**

In order to be eligible for office or to stay in office, a student must:

1. **Not** be on attendance probation or citizenship probation (for a second quarter)
2. Have **no failing or incomplete grades** for the **most recent completed semester or quarter grading period.**

If a student is placed on academic/citizenship/attendance probation, the student will have one quarter to improve their status before forfeiting his/her class or SA office. The duration of forfeiture will be the remainder of the current school year.

OTHER ORGANIZATIONS

A variety of other student organizations exist at Glendale Adventist Academy which student can seek to participate in. These include:

Music: Students may join choir or audition for concert band, jazz band, or chorale. Each of these groups actively serve the school and community with superb performances.

Varsity Sports: Student may participate in any offered sport. The California Interscholastic Federation (CIF) is our varsity athletic program that provides a vehicle for Christian fellowship within the context of competition.

National Honor Society: A number of students are members of our local chapter of the National Honor Society. This organization has specific requirements for membership, which may be obtained from the faculty sponsor.

Yearbook & Newspaper: Organizations for student with journalistic, computer graphics, photographic skills, or a genuine interest in helping to produce the school journals.

Twelve-Year Club: The 12 Year Club recognizes students that have attended Glendale Adventist Academy/Elementary for grades 1-12 continuously, without interruption.

ACADEMIC INFORMATION

Glendale Adventist Academy offers three diplomas: Advanced College Preparatory, College Preparatory, and High School . The High School program meets the graduation requirements of the state of California and the Pacific Union Conference of Seventh-day Adventists. Colleges and universities may differ in their requirements for entrance; therefore, students should study the requirements of the college they plan to attend and select high school courses accordingly. The Registrar's Office offers many sources of information for college search.

FOUR YEAR COURSE

In harmony with the recommendations of the Pacific Union Conference Education Code, each student is expected to spend four full years in high school. Courses required for graduation/diploma must be taken on this campus unless a student has failed one of these courses. Please refer to the Summer School section prior to enrolling in an off-campus class.

CLASS ORGANIZATIONS

Class standing is determined by high school credits earned. (Education Code 1516)

Freshmen: Students who have successfully completed eighth (8th) grade.

Sophomore: Students who have earned a minimum of 60 semester units and completed 25 hours of community service.

Junior: Students who have earned a minimum of 120 semester units and completed 50 hours of community service.

Senior: Students who have earned a minimum of 180 semester units, completed 75 hours of community service and who can complete the remaining courses needed for graduation.

CLASS LOAD

Each student is expected to enroll in a minimum of 7 classes (70 credits per year/35 credits per semester)

TYPICAL CLASS LOADS: In addition to these suggested curricula, students must complete 25 hours of community service each school year.

NINTH GRADE	CREDITS	TENTH GRADE	CREDITS
Religion 1	10	Religion 2	10
English 1	10	English 2	10
PE 1	10	PE 2	10
Algebra 1 (PreAlg, Geom)	10	Geometry (Algebra 1 or 2)	10
Biology/Gen Sci	10	Vocational Art or Science	10
Health	5	World History	10
Computer Applications	10	Spanish 1	
Geography	5		
TOTAL	70	TOTAL	70
TOTAL SEMESTER CREDITS	70	TOTAL SEMESTER CREDITS	140

ELEVENTH GRADE	CREDITS	TWELTH GRADE	CREDITS
Religion 3	10	Religion 4	10
English 3 (H-Eng 3)	10	English 4 (H-Eng 4)	10
PE 3	10	US Government (H-Govt/Econ)	5
US History (H-US Hist)	10	World Econ (H-Govt/Econ)	5
Spanish 1 or 2	10	Vocational Art	5/10
Math (Alg 2/PreCal/H-Precal)	10	Math(P-Cal/H-Precal/AP-Calc)	10
Science (Chem/Phys)	<u>10</u>	Science	10
		Elective (i.e. Span 2/3)	<u>10</u>
TOTAL	70	TOTAL	70
TOTAL SEMESTER CREDITS	210	TOTAL SEMESTER CREDITS	280

GRADUATION REQUIREMENTS

Subject Area	High School Diploma (white cords)	College Preparatory Diploma (green cords)	Advanced College Preparatory Diploma (gold cords)
English	40	40	40
Fine Arts	10	10	20 in 2 areas (Art, Music, Drama)
Health	5	5	5

Subject Area	High School Diploma (white cords)	College Preparatory Diploma (green cords)	Advanced College Preparatory Diploma (gold cords)
History/Social Studies	Geography - 5 US History - 10 US Government - 5 World Economics - 5 Elective (W Hist) - 10	Geography - 5 US History - 10 US Government - 5 World Economics - 5 Elective (W Hist) - 10	Geography - 5 US History - 10 US Government - 5 World Economics - 5 Elective (W Hist) - 10
Mathematics	Algebra 1 - 10 Elective – 10 (Geometry-AP Calc)	Algebra 1 - 10 Elective – 20 (Geom- AP Calc)	Algebra 1 - 10 Elective – 20 (Geom-AP Calc)
Physical Education	30 (grades 9-11)	30 (grades 9-11)	30 (grades 9-11)
Religion	40 (10 each yr in SDA academy)	40 (10 each yr in SDA academy)	40 (10 each yr in SDA academy)
Science	Biology - 10 Elective – 10 (Gen Sci-Anat & Phys)	Biology - 10 Elective - 20 (Physics- Anat & Phys)	Biology – 10 Elective - 20 (Physics- Anat & Phys)
Vocational Art	Comp Literacy - 5 Keyboarding - 5 Elective - 15	Comp Literacy - 5 Keyboarding - 5 Elective - 15	Comp Literacy - 5 Keyboarding - 5 Elective – 15
Work Experience (WE)	5 = 100 hours	5 = 100 hours	5 = 100 hours
Community Service (CS)	25 hrs each year	25 hrs each year	25 hrs each year
Elective	10 in any area	0	0
Foreign Language	0	20 in one language	20 in one language
Proficiency	9.0 GE minimum in each area: Reading, Writing, Math	9.0 GE in each area; average 11.0 GE	9.0 GE in each area; average 12.0 GE
Total Credits Required	240	270	280
GPA Requirement	None	3.00	3.50
Honors Course Requirement	None	None	4 courses in grades 11, 12
Grade Requirement	None	C- and above	C- and above and no “P/WP/WF”*

*Exception: waiver tests; WE/CS

BASIC PROFICIENCY REQUIREMENT

Glendale Adventist Academy uses the Iowa Tests of Educational Development (ITED). Students must score a minimum of 9.0 grade equivalent. The College Preparatory diploma student must score a minimum of 10.0 grade equivalent. The Advanced College Preparatory diploma student must score a current grade level.

ACCELERATION

Students who wish to accelerate (complete graduation requirements in less than four years) should submit an application signed by their parents at the end of the freshman year. To be eligible for acceleration, students must meet the requirements as outlined by the Pacific Union Conference Education Code and have the approval of Academic Standards Committee. Education Code acceleration criteria include:

1. A composite score of 90th percentile or above. No score on any of the individual tests of the battery should be lower than the 80th percentile.
2. Cumulative grade point average of 3.50 or above.
3. Evidence of academic, emotional and social readiness for acceleration to a higher grade level.
4. A willingness and maturity to do the extra work academic acceleration requires.

Procedure:

1. Application for academic acceleration is submitted to Academic Standards Committee.
2. Academic Standards Committee will meet with parents/guardians and discuss the proposed acceleration.
3. Submit completed and signed application to Office of Education, Southern California Conference.

After the above procedure has been completed that the student may begin work on the accelerated program. If there are any doubts that the student can successfully be accelerated academically, the matter will be dropped and/or special counsel from the Office of Education will be sought.

REQUIREMENTS FOR PARTICIPATION IN GRADUATION SERVICES:

The graduating class includes seniors who are eligible to graduate based on the following criteria:

1. Full-time student status for the entire second semester.
2. Passing grades in all diploma requirements by specified date.*
3. All transcripts from previous schools attended received by the Registrar's Office by specified date.*
4. Completion of all correspondence courses with final grades received by the registrar by specified date.*
5. Payment in full of all school accounts before the beginning of second semester finals week.
6. Approval by the academy faculty.

***Refer to the current school calendar for specified date.**

GRADUATION IN ABSENTIA

Requests to graduate in absentia must be submitted to the Academic Standards Committee before May 15.

SUMMER SCHOOL/CORRESPONDENCE/OTHER NON-RESIDENT COURSES

All students must obtain approval from Academic Standards Committee BEFORE taking any independent study, summer school, or other off-campus course. Students are encouraged to take summer classes for courses in which they previously earned grades of D or F. College courses will not be granted high school credit.

All off-campus courses, including final examinations, must be completed by April 20 of the senior year and final grade submitted to the Registrar's Office by May 15 of senior year. Summer courses must be completed by August 15. Courses/Credits taken prior to the beginning of Freshmen year are not accepted for credit.

ACADEMIC DISHONESTY

Because optimum learning occurs only when each student does his/her own work, Glendale Adventist Academy places a strong emphasis upon academic honesty and integrity. 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.

Plagiarism includes: Using, borrowing, lending or copying anyone else's words, ideas, or information in an assignment, without giving proper credit to the original author or turning in work that has been submitted for credit in any other class without prior approval from both teachers.

To avoid plagiarism, give proper credit for the use of any words, ideas or information not directly your own.

CLASS SCHEDULE CHANGE

A student may add a class during the first week of the semester with teacher approval and without transcript notation. A student may drop a class during the first two weeks of the semester without transcript notation. Students are encouraged to remain in a class for the entire term. Students dropping a class after the deadline will receive a "WP" or "WF" and will forfeit College Preparatory diploma or Advanced College Preparatory diploma. Students dropping a class after 1st quarter or 3rd quarter will receive an "F" regardless of their current grade.

INCOMPLETES

An incomplete is issued only in the case of extended illness and must be cleared within the first two weeks of the following quarter.

GRADING

Parents will receive progress reports approximately every four and one half weeks. Final first and second semester grades are recorded on the students' permanent transcript.

The following grading and grade point system is used:

Grade	Meaning	%**	Grade Value	Honor Pts^
A+		100-97	4.0	5.0
A	Superior	96-94	4.0	5.0
A-		93-90	3.7	4.7
B+		89-87	3.3	4.3
B	Above Average	86-84	3.0	4.0
B-		83-80	2.7	3.7
C+		79-77	2.3	3.3
C	Average	76-74	2.0	3.0
C-		73-70	1.7	2.7
D+		69-67	1.3	1.3
D	Below Average	66-64	1.0	1.0
D-		63-60	0.7	0.7
F		59-00	0.0	0.0
NC	No Credit Given*		0.0	0.0
P	Passing*		0.0	0.0
Inc	Incomplete		0.0	0.0
WP	Withdrew Passing*		0.0	0.0
WF	Withdrew Failing*		0.0	0.0

*not in GPA calculation

** Teachers may deviate from this scale at their discretion

^ Honors/AP classes earn an extra 5 Honor Points

A grade point average is computed as follows:

- Grade value \times credit = honor points
- Honor points \div credits attempted = GPA

Class	Grade	Semester credit	Grade	Honor Pts Earned	Credits Attempt	Credits Earned
English 2	A	5.0	4.0×5	20	5.0	5.0
Religion 2	A+	5.0	4.0×5	20	5.0	5.0
World History	C+	5.0	2.3×5	11.5	5.0	5.0
PE	C-	5.0	1.7×5	8.5	5.0	5.0
Geometry	F	5.0	$.0 \times 5$	0.0	5.0	0.0
Computer Lit	C	5.0	2.0×5	10	5.0	5.0
Spanish 1	B-	5.0	2.7×5	13.5	5.0	5.0
Choir	A	2.0	4.0×2	8	2.0	2.0
Chorale	A-	3.0	3.7×3	11.1	3.0	3.0
Drama	A	2.5	4.0×2.5	10	2.5	2.5
Band	B	5.0	3.0×5	15	5.0	5.0

Class	Grade	Semester credit	Grade	Honor Pts Earned	Credits Attempt	Credits Earned
PvtMusic Lsns	P	2.5	0.0 × 2.5	0.0	0.0	2.5
Totals		50 total credits		127.6 Honor points	47.5 credits attempted	45 credits earned

127.6 honor points ÷ 47.5 credits attempted = 2.6863 GPA

Total credits earned: 45 credits

TEACHER CONFERENCES

Parents are encouraged to contact their student's teachers when more information is needed.

TRANSCRIPTS

Registrar's Office will issue transcripts without charge for current students. Each additional transcript request will cost \$3.00. Faxed copies are an additional \$1.00. All financial obligations to the school must be paid in full before a final transcript will be issued. All requests for transcripts must be received in writing from the student.

ALTERNATE FINAL EXAMINATION TIME

Requests for alternate examination time (for reasons other than illness) must be submitted to the Registrar's Office at least one week in advance. There will be a \$25.00 fee for each re-scheduled exam and must be presented to the teacher at the time of the test.

ACADEMIC PROBATION

Students who earn one or more F's, or have one or more incompletes for the previous grading period, including the fourth quarter, will be placed on academic probation and subject to detentions.

Students who do not exhibit academic progress, may be asked to meet with Academic Standards Committee with their parent. At that time, educational testing may be required for continued attendance at GAA.

PROBATION RESTRICTIONS

Students on citizenship, attendance, or academic probation may be excluded from the following school-sponsored activities: California Interscholastic Federation (CIF) trips/activities, Ditch Day, music, and drama.

NATIONAL HONOR SOCIETY

A national organization which encourages scholarship, leadership, character, and service. To be considered for NHS induction, a student must meet the following requirements: cumulative GPA of 3.5 or higher; three consecutive semesters before induction of 3.5 GPA or higher; citizenship grade of A with no documentations or referrals in the three semesters before induction; attendance grade of A/B in semester before induction; and evidence of excellence in scholarship, leadership, character, and service, enrolled in 5 core courses (Religion, English, Math, Science, Social Studies, Foreign Language, Visual

Arts) each semester. NHS members must continue to meet these minimum requirements. They must also earn either a College Preparatory or Advanced College Preparatory diploma. See NHS advisor for additional guidelines.

ACADEMIC RECOGNITION

Academic recognition is given to students in the following manner:

Honor Roll: Students achieving a semester grade point average of 3.5 or higher on the honor roll; attendance grade of A or B; citizenship grade of A or B, no probation.

National Honor Society: A national organization which encourages scholarship, leadership, character and service. Seniors graduating as NHS members will wear a NHS collar and navy blue honor cord.

Diplomas: Seniors who meet prescribed diploma requirements (see Graduation Requirements) receive the following diplomas:

High School Diploma (HS)
 College Preparatory Diploma (CP)
 Advanced College Preparatory Diploma (ACP)

Honor Cords: Seniors who have earned high cumulative grade point averages, are recognized at graduation by the wearing of honor cords (color depends on diploma earned):

Highest Honors:	3 cords	3.90 - 4.00 GPA
High Honors:	2 cords	3.75 - 3.89 GPA
Honors:	1 cord	3.50 - 3.74 GPA

Mr and Miss Glendale Adventist Academy: The school recognizes an outstanding senior young man and young woman for academic achievement, contributions to local churches, and service to the academy, having a positive impact in all areas of school life.

La Sierra University/Pacific Union College/Oakwood College: These schools award both Academic Merit and Leadership scholarships to qualifying seniors.

Kiwanis Club: The Glendale Kiwanis Club recognizes students who demonstrate outstanding academic excellence and service for the local community.

Glendale Latino Association: The Glendale Latino Association recognizes latino students who demonstrate outstanding service to the Glendale community.

Presidential Educational Achievement Awards: Given annually to students meeting required criteria (85%ile in Total Math, Total Reading on current year's ITED, 3.5+ cumulative GPA, A/B Attendance, A/B Citizenship).

COLLEGE ENTRANCE REQUIREMENTS

Because entrance requirements vary, students should contact the colleges or universities in order to request the specific admission requirements. The following reflect general requirements for most colleges and universities:

SUBJECT AREA	REQUIREMENT
History	2 years required. Two years of history/social science, including one year of US History or one-half year of US History <i>and</i> one-half year of civics or American

SUBJECT AREA	REQUIREMENT
	Government and one year of World History, Cultures and Geography
English	4 years required. Four years of college preparatory English that include frequent and regular writing, and reading of classics and modern literature. Not more than two semesters of ninth-grade English can be used to meet this requirement.
Mathematics	3 years required, 4 years recommended. Three years of college preparatory mathematics. Math courses taken in the eighth grade that the high school accepts as equivalent to its own math courses may be used.
Laboratory Science	2 years required, 3 years recommended. Two years of laboratory science providing fundamental knowledge in at least two of these three disciplines: Biology, Chemistry, and Physics.
Language other than English	2 years required, 3 years recommended. Two years of the same language other than English
Visual and Performing Arts (VPA)	1 year required. One year of visual and performing arts chosen from the following: dance, drama/theater, music or visual art.
College preparatory electives	1 year required. One year (two semesters), in addition to the above, chosen from the following areas: visual and performing arts (non-introductory level courses), history, social science, English, advanced mathematics, laboratory science and language other than English (a third year in the same language or two years of another language).

In addition, a high grade point average (GPA), and completion of the SAT and/or ACT College Board Achievement Tests, is also important.

INTERNATIONAL STUDENTS

International students must demonstrate proficiency in the English language by achieving a minimum score of 450 on Test of English for Foreign Language students (TOEFL) or grade equivalent of 7.0 on Iowa Test of Educational Development (ITED).

Students will earn academic credit only for classes in which they satisfactorily complete the necessary work. Students are expected to complete all assignments to the best of their ability.

ACADEMIC COUNSELING

The Registrar will assist in scheduling conferences with parents/guardians concerning the academic progress of their student. The Academic Counselor and teachers can assist in the transition from high school to college.

RESPONSIBILITY OF THE STUDENT

Students are expected to know and abide by the regulations concerning academic matters and school policies. **The responsibility for meeting diploma and graduation requirements rests upon the student.**

WORK EXPERIENCE

REQUIREMENTS

Work Experience (WE) hours: Students must complete 5 units of WE credit which represents 100 clock hours (volunteer or paid) of work on or off campus. After completion of 5 units of credit students are no longer be eligible for credit.

Community Service/Volunteer (CS) hours: All students are required to submit 25 clock hours of CS hours per school year in attendance in a Seventh-day Adventist school. Babysitting may not be used for CS hours. Parent supervisors are not acceptable.

WORK PERMITS

A student must have a valid work permit to be eligible for paid work on campus. Permits may be obtained from the public high school nearest the student's home address. See the Administration Office for information and application.

ON CAMPUS PAID WORK (WE), if available

Students 16 years of age or over (or enrolled in grade 10) are eligible for paid work on campus (pending administrative approval). To enroll, students must complete the WE packet and return all documents to the Administration Office before pay is credited to student's account. Students hired to work for pay, may volunteer the first 25 hours of each year to complete their community service hours for that school year.

All workers must write in their time on a daily basis and are to be turned into the Administration Office by the student on the 1st and 16th of each month. Time cards will not be accepted later than one month after the close of the pay period.

ON CAMPUS COMMUNITY SERVICE/VOLUNTEER WORK (CS)

All students are encouraged to sign up for community service/volunteer work. Students complete the CS packet and return all documents to the Administration Office. All workers must write in their time on a daily basis. Volunteer time sheets are due on the 1st and the 16th of each month and will not be accepted later than one month after due date.

OFF CAMPUS WORK (PAID OR VOLUNTEER – WE or CS)

Off campus workers must comply with employers requirements. If student is under 18, they must obtain a work permit. Application available in the Registrar's Office. To receive credit (WE or CS), the Registrar's Office must receive a signed time sheet (evaluation included). Summer work hours should be reported before October 1; first semester work hours by December 15; second semester work hours by June 1.

WORK EXPERIENCE PROGRAM POLICY

The school reserves the right to reduce the hours worked per week or even remove a student from its WE/CS program for any of the following reasons:

1. Academic performance or attendance is being affected by the student's work program.
2. Students are working during Sabbath hours (because this is an SDA institution.)
3. General health of the student is being affected by excessive work.
4. Student does not have sufficient time to participate in the normal school activities.
5. Student is not fulfilling his/her responsibilities to the satisfaction of the supervisor/teacher.

FINANCIAL INFORMATION

The following information is provided to outline the financial policy of the school as administered by the Management Committee and Administration.

Glendale Adventist Academy has always been sensitive to the need to keep Christian education affordable. Our goal is to provide continuing excellence in Christian education at a cost consistent with prudent business practices and management.

In order to maintain a strong school program, a subsidy to reduce a student's tuition is provided by the churches of Southern California Conference of Seventh-day Adventists through its church members. This subsidy is used to update facilities and to provide capital for development. For students who are not members of the Seventh-day Adventist Church, an amount that is equal to the subsidy is added to the tuition figure.

All I-20 accepted students must pay a full year's tuition in advance before the I-20 is issued and the student begins school.

TUITION

The Business Office provides current tuition rates on various tuition plans.

BILLING AND PAYMENT CALENDAR

All payments on an account must be received at GAA by the 10th of the month and are considered late if not received by the 15th of the month following the billing date. There is a 1% late fee on the outstanding balance after the 15th.

A summary of parent/guardian billing rights are as follows: If you think that your bill is incorrect or if you need more information about your bill, please contact the business office as soon as possible.

The Business Office must hear from parent/guardian no later than ten (30) days after school sends the first bill on which the error or questioned transaction appeared. Parent/guardian may telephone the office or come in to the Business Office concerning their question. While questioned item is being investigated, the balance shown on the account is due for the items not questioned.

This policy will be equally enforced against debts discharged through bankruptcy. Decisions for the above actions are subject to the Management Committee review.

ADDITIONAL FINANCIAL POLICIES

All returned checks will be charged \$45.00. Only cash and/or money orders will be accepted.

All international students need to pay the full year's tuition and expenses before entering the Academy.

Owing to the uncertainties of business and monetary values, Glendale Adventist Academy's Board reserves the right to revise the published rate for tuition charged when deemed necessary.

SEMESTER EXAMINATIONS AND EXTRA-CURRICULAR ACTIVITIES

Students will be allowed to take semester examinations only when their accounts have been **paid in full**. They will be allowed to participate in extra-curricular activities such as Student Association trips, class trips, band, chorale and choir trips, etc. only if their account is paid in full up to the **current month**.

DISCOUNTS

Cash discounts of two (2) percent will be allowed when a semester's tuition is paid in advance. A five (5) percent discount will also be allowed for a full year's payment in advance. The annual and/or semester payment is due at registration. Please check with the Business Office for second semester payment due date.

FAMILY DISCOUNTS

Families with two or three children enrolled at the school will receive a three (3) percent discount per child. Families with four or more will receive a five (5) percent discount per child.

STUDENT ACCOUNT - GENERAL STATEMENT

All student accounts must be **paid in full** for students to participate in graduation services (Kindergarten, Junior High or High School.) Accounts must be **paid in full** and all grades recorded before a diploma can be awarded or a transcript issued. If a student is awarded some financial arrangement acceptable to the administration, he/she will be granted a test permit; however, the grade will be held and the transcript will show incomplete grades for all subjects until the account is paid in full.

Because of problems with checks being returned for insufficient funds, or individuals stopping payments on checks, the Academy has implemented the policy of not issuing diplomas at graduation time. Instructions for picking up or mailing the diploma will be given after all charges are in, the account has been paid in full and the checks have cleared the banks.

PREVIOUS YEAR'S BALANCE

The account from the previous year's expenses at GAA must be settled before the student is permitted to enter the current school year. Any delinquent accounts remaining at GAA from brothers or sisters who attended, must be cleared before another member of the family is admitted as a student.

TRANSFER STUDENTS

If a student is transferring to GAA from another school, the account must be cleared or satisfactory financial arrangements must be made with that school before the student can be admitted to GAA.

LATE ADMITTANCE AND WITHDRAWAL OR DROP POLICY

In order to stop tuition charges, "Withdrawal Cards/Drop Vouchers" must be completed, signed and returned to the Registrar's Office. There will be no refunds for failure to comply with this policy.

Students who withdraw from school before the 10th of the month will be charged one half month's tuition. Students withdrawing from the 11th of the month and onward, will be charged a full month's tuition. Refunds will be made accordingly.

Students entering the school after the 10th of the month will be charged one half month's tuition.

For students who are asked to leave school, charges will be pro-rated for the days of the month they are in school to the day the "Withdrawal Card/Drop Voucher" is submitted.

BOOKS AND SUPPLIES

There is a flat rental fee for all textbooks. Students will receive the book from the teacher at the beginning of the school year and should be returned at the end of the school year. Books must be returned in the same condition as they received it. There will be a charge for any lost or damaged book.

STUDENT LABOR

Student work positions will be available for students as long as the student labor budget allows. At all times the student must be responsible, report to work on time, and be a productive worker in order to hold a work position. See Work Experience section of this handbook.

WORKERS COMPENSATION INSURANCE

Workers compensation insurance coverage is provided for all students and faculty members while at work. State law requires that all work-related injuries must be reported within twenty-four (24) hours.

STUDENT ACCIDENT INSURANCE

Students are covered under a twenty-four (24) hour a day accident insurance program. The insurance plan is secondary to any insurance coverage currently covering the student and provides coverage for a student while involved in school activities. Personal illness and any self-inflicted injuries are excluded from coverage. A summary of the coverage and specific exclusions will be mailed to the parents after the start of the school year. This policy covers accidents only, and is not valid for health-related problems.

STUDENT GUIDELINES

CITIZENSHIP POLICY

More important than good scholarship is constant progress in character development. At the end of each semester, a citizenship grade will be issued for every student and will be included as part of their permanent record without impacting the student's grade point average. This record may be used (not sent) in recommending students to employers and colleges. To maintain a satisfactory rating in citizenship, students should abide by all school standards and regulations and not be involved in a disciplinary situation.

CITIZENSHIP PROBATION

A student involved in either repeated or severe disciplinary problems will be placed on citizenship probation by school administration. This probation will last for at least one quarter at which time the student's status will be reviewed.

Students on citizenship probation may forfeit their eligibility to participate in intramurals or varsity sports, class, club or SA activities, banquets, or Bible camps, etc.

If significant improvement has been noted in a student's citizenship, a petition will be accepted by the Disciplinary Committee to possibly remove the student's probationary status or be allowed to participate in any event.

STUDENT DISCIPLINE

Students who exhibit problem behavior will be subject to disciplinary action. Depending upon the behavior problem of the student and their discipline history, one or more of the following actions may be taken:

1. DISCIPLINE DOCUMENTATION OR REFERRAL NOTICES: A discipline documentation or referral notice may be issued by a teacher or staff member when a student is involved in inappropriate behavior or is in violation of school policy. Such notices are always e-mailed home to the parents immediately and affect a student's citizenship grade.
2. STUDENT CONFERENCE: One or more school officials may meet with the student.
3. PARENT CONFERENCE: A conference may be held with the student, parent or guardian in person or by phone with one or more school officials regarding student behavior.
4. ON-CAMPUS INTERVENTION: Students may be removed from one or more classes, and be assigned a supervised location.
5. SCHOOL ALTERNATIVE PROGRAM: A student may be temporarily assigned to an alternative program by the principal or his designee. The alternative program could include a reduction in the school day, temporary independent study, or other alternatives short of suspension from school.
6. SUSPENSION: A student may be suspended by the principal or his designee for up to ten days when serious offenses occur or when other means of correction fail to modify a student's behavior. Notification: The student will be notified as to the reason for the suspension. Parents will be notified of the suspension by phone and a letter

will be sent as written confirmation of the reasons for and duration of the suspension. The student and the parents/guardians will be informed of the disciplinary procedures, including the appeal process. Written suspension notices will become part of the student's permanent school record (not transcript).

7. WITHDRAWAL: A student may be asked to withdraw from school by the principal or his designee when serious offenses occur or when other means of correction fail to modify a student's behavior. Notification: The student will be notified as to the reason for the request that he/she formally withdraw from school. Parents will be notified of the withdrawal request by phone and a letter will be sent as written confirmation of the reason for the withdrawal request. If the student withdraws from school voluntarily, it will not become part of the student's permanent school record.
8. EXPULSION: When a student's behavior is consistently outside the expectations for student behavior and all efforts to provide a quality education to a student are unsuccessful, or when the student's influence is detrimental to other students, a formal expulsion hearing by the Board of Trustees will be scheduled. Notification: The student will be notified that they are being suspended for ten days pending an expulsion hearing. Parents will be notified by phone of the suspension and of the scheduled expulsion hearing and a confirmation letter will be sent. A formal expulsion does become a part of the student's permanent record.

STUDENT CODE OF CONDUCT FOR SCHOOL INTERNET USAGE

GAA Internet services must be a free and open forum for expression. Any statement of personal belief in email or other posted material is understood to be the author's individual viewpoint, and not that of the school. However, since GAA's Internet access is provided as an instructional tool rather than a personal forum, and since the school is a Christian school, it is expected that users will uphold Christian standards of honesty, integrity and ethics, and not use the access to demean, defame, or denigrate others for race, religion, creed, color, national origin, ancestry, handicap, gender or other reasons.

Access to the Internet from GAA and the receipt of a personal account are privileges, not rights. Access is free to actively enrolled students and to active school employees who have completed the school Internet Consent & Waiver form.

Acceptable uses of the Internet include, but are not limited to:

Conducting research

Communicating with other Internet users

Exploring other computer systems

Posting information for access by others

Creating and maintaining web sites only under class or faculty supervision.

Posting student information **ONLY WITH TEACHER AND PARENT PERMISSION**, when this is necessary to receive information for instructional purposes.

Unacceptable uses of the Internet whether at school or elsewhere include, but are not limited to:

Violating any state and/or federal law (i.e. copyright laws).

Violating the California Education Code, Union Educational Code or school policy.

Violating GAA school policies.

Using profanity, obscenity, or other language that may be offensive to other users.

Making personal attacks on other people, organizations, religions, or ethnicities.

Harassing another person (i.e., using the Internet in a manner that bothers another person and not stopping when asked to do so by the other person).

Sending or posting false or defamatory information about a person, group or organization which might injure the reputation of that person, group or organization.

Not respecting the privacy of a person by posting personal contact information such as, work or home address, telephone, email address, photographs, or names, without obtaining prior permission from the person affected.

Forwarding personal communication without the author's prior consent and/or interfering with other electronic communications.

Using text, graphics, sound or animation in messages or the creation of WEB pages without displaying a notice, crediting the original producer of the material, and stating how permission to use the material was obtained.

Utilizing the school's network/computers for (1) external, off-campus web page creation, posting or hosting without approval of school administration, and/or (2) accessing or retrieving email from personal off-campus accounts.

Using the network for financial gain, for commercial activity, or for any illegal activity

Using the resources of GAA's network or Internet connection, to attempt unauthorized access to any other computer system, or to go beyond the user's authorized access on the school network.

Using the Internet for political and/or religious lobbying.

Using GAA's Internet access to get an email account or Web page hosting privileges on another service provider. Since other service providers may allow access to news groups, etc. that may be inappropriate for a school environment, the school cannot support such access.

Unauthorized copying/downloading of information/programs (games, demos, etc.) from the Internet or other members of the Network (students and teachers)

Publishing any images or information about the school, its students, faculty or staff without permission of school administration is a violation of school policy.

NOTE: Any violation of the rules and regulations stated in this Code of Conduct will result in school disciplinary action including, but not limited to, possible loss of school Internet/Network privileges.

REASONS FOR DISCIPLINARY ACTION

A student may be subject to disciplinary action whenever they are involved in behaviors which are deemed to be serious threats to the safety and well-being of the student body, violations of the laws of the country, and/or violations of the principles of the Seventh-day Adventist Church and Glendale Adventist Academy.

The following offenses are considered very serious and may result in suspension for up to 10 days and a consideration for expulsion of the first offense. Where a violation of law has occurred, legal authorities will be notified as required.

1. Alcohol, Drugs, and Tobacco: The use, possession or sale of alcoholic beverages or any intoxicant. Possession, sale, or use of controlled substances or their "look-alikes." Possession of drug paraphernalia. Possession or use of tobacco of any kind.
2. Arson: Intentional burning of property or having firestarting devices on campus.
3. Extortion, Robbery: The solicitation of money or something of value from another person in return for protection or in connection with a threat to inflict harm. Taking or attempting to take property by force.
4. Harassment: Harassment may be defined in several ways, such as:

- a. Physical: unwanted or unwelcome physical touching, pinching, contact, assault, deliberate impeding or blocking of movements or any intimidating interference with normal work or movement. It also includes making reprisals, threats of reprisals or implied threats of reprisals following a report of harassment.
 - b. Verbal: derogatory comments, ethnic comments, jokes, propositions or degrading words to describe an individual.
 - c. Visual: leering, displaying of any material to embarrass or intimidate; derogatory, demeaning or inflammatory posters, cartoons, written words, drawing, photographs, and gestures.
 - d. Sexual: unwelcome sexual advances or requests and other verbal, visual or physical conduct of a sexual nature. Examples of sexual harassment include offensive remarks, questions, teasing, jokes, insults, notes, pictures, graffiti, ogling, gestures or unwanted physical contact. Sexual harassment occurs when the offensive behavior or material creates an intimidating or hostile school environment or when submission to offensive sexual conduct is made a condition of academic status, benefits, honors or activities.
5. Physical Attack: Physical attack by a person or a group of persons upon another person who does not wish to engage in the conflict.
 6. Weapons, Dangerous Objects and Explosive Devices: The use, possession or furnishing of any illegal knife, firearm, or other dangerous device. The use or possession or sale of explosive devices.

The following behaviors are considered to be inappropriate and will result in disciplinary action including discipline referral, student conference, parent conference, on-campus intervention, and/or immediate suspension. When these efforts fail to correct behavior, the student may be recommended for withdrawal or expulsion. Alternatives to suspension will be used whenever practical and effective.

1. Attendance: Failure to observe and abide by the school attendance policy.
2. Dress Code: Failure to observe the school's dress code.
3. Forgery: Using the signature or initials of a teacher, staff or parent.
4. Verbal Abuse: Statements which intimidate or injure another person.
5. Insubordination: Refusal to comply with reasonable requests of school personnel.
6. Disorderly Conduct, including Profanity and Obsenity: Conduct and/or behavior which is disruptive to the orderly educational procedure of the school including profanity or vulgarity.
7. Destruction of School Property: Attempting to damage, destroy or mutilate objects or materials belonging to the school, school personnel, or other persons.
8. Fighting: Engaging in or threatening to engage in physical contact for the purpose of inflicting harm on another person.
9. Theft: Receiving, taking or attempting to take property of another person.
10. Gambling: Gambling or the possession of gambling devices.
11. Sexual Behavior: Engaging in excessive physical contact or other activities with sexual overtones, and/or explicit sexual acts.
12. Initiations: Conspiracy to perform or participate in initiation or any other act that may injure, degrade, or disgrace a fellow student.

13. Graffiti: Possession or use of any materials for the purpose of graffiti including permanent markers, paint, etc.
14. Security Violations: Possession or use of school keys or any item used to circumvent existing school locks or security measures.
15. Cheating: Engaging in behavior whereby a student fails to do his/her own school work. This includes both the giving and receiving of unauthorized assistance or the use of sources that violate established principles of academic integrity.

Any practice on or off campus which tends to nullify or defeat the purpose of the school will not be tolerated. Whenever, in the judgement of the faculty and/or school administration, a student's connection with the school is no longer profitable to himself, or should his influence become detrimental to others, he may be dismissed from the school even though no overt act has been committed.

GLENDALE ADVENTIST ACADEMY

ATTENDANCE POLICY

The faculty of Glendale Adventist Academy believe that optimum learning is a result of maximum class attendance. Therefore, **AN ABOVE AVERAGE PERIOD ATTENDANCE IS EXPECTED OF ALL STUDENTS.**

1. **ACCEPTABLE REASONS** for a student's absence from a class are:
 - a. Student illness
 - b. Dental or medical appointments
 - c. Death in the family
 - d. Court appearance
 - e. Prearranged absences (*See below)
 - f. School-sponsored activity
- *PREARRANGED ABSENCES:** Absences for any other reasons **must** be prearranged through the Registrar's Office, **one week in advance in writing** (stating reason and dates to be missed). Student will receive a Request for Homework form to show to their teachers. **See Item #2.**
2. **20% POLICY:** Students must be in class a minimum of 80% of class time. A student that is absent (excused or unexcused) for any reason 20% or more (9 absences per semester) will lose semester grade and credit in that class. All absences are included, except school sponsored activities, or an extended illness (with a doctor's note).
 3. **ABSENT OR TARDY:** Excuses are accepted for **current and last week only**. A parent/guardian must **call/e-mail/fax/write** to the Registrar's office the day of the absence or submit an excuse stating the **student's full name, date** of absence, and **reason** for absence on the **first** day the student returns to school. Check school website for an optional excuse form. Acceptance of late homework is at the discretion of each teacher. Check class syllabus for specific classroom procedures.
 4. **EXTENDED ILLNESS:** A physician's statement of illness must be submitted if a student has been ill three or more consecutive days, or if a student is chronically ill or unable to participate in PE for an extended period of time (three or more days).
 5. **LATE ARRIVAL/EARLY LEAVE:** Students arriving at school later than 8:00 must have parent verification (call/e-mail/fax/written note) and sign-in at the Registrar's Office. Students needing to leave before 3:30 must have **prior** parent verification and sign-out in the Registrar's Office.
 6. **ILL AT SCHOOL:** Students becoming ill at school are to notify the Registrar's Office to contact a parent if too ill to continue at school.
 7. **DAILY PERIOD ABSENCE: IT IS THE STUDENT'S RESPONSIBILITY** to check RenWeb posted absences and tardies. In the event of error, student must see teacher for correction. All students receive an "attendance history" once a week.
 8. **ATTENDANCE GRADE:** A grade is issued for each quarter and becomes a part of the transcript record, but NOT included in GPA. Attendance grades are based on the following table: 100 pts possible per semester; 1 pt deducted for each unexcused absence; 1 pt deducted for each 3 unexcused tardies.

Quarter: A = 0-2 unex period absences	Semester: A= 0-4 unex period absences
B = 3-5 unex period absences	B=5-10 unex period absences
C = 6-8 unex period absences	C=11-16 unex period absences
D = 9-10 unex period absences	D=17-20 unex period absences
F = 11+ unex period absences	F= 21+ unex period absences
 9. **ATTENDANCE PROBATION:** Students with a quarter attendance grade of "D" or below are placed on probation. Students must meet with the Registrar weekly to review that week's record and must serve one 4-hr detention. Class and SA officers will forfeit their office if placed on attendance probation for a second consecutive quarter. If a student continues on probation for subsequent quarters, student may be restricted from co-curricular classes/activities or asked to withdraw from school.

GLENDALE ADVENTIST ACADEMY

Student Image & Dress Policy

Glendale Adventist Academy's student image and dress policy seeks to instill in students respect and pride in their physical appearance and school image. The school's dress code clearly indicates that appearance matters and is linked to being successful. Students' clothing should be clean and neat. The dress policy seeks to draw the attention of GAA students away from current fashion fads, and encourages modesty and appropriateness.

School Approved Wardrobe: The school contracts with Dennis Uniform Company to provide the approved wardrobe. The school board has mandated that all clothing items **must be purchased exclusively** from the **Dennis Uniform Company**.

- Khaki/navy blue (Gabardine) Skirt
- Khaki/navy blue twill pleated walking shorts (girls' walking shorts are cuffed)
- Khaki/navy blue twill pleated pants – with or without pockets
- White/forest green/navy blue/burgundy polo shirts with school logo
- White/forest green/navy blue/burgundy coats, jackets or sweatshirts

The following are non-Dennis approved items:

- Class Jacket/Sweatshirts ordered through the approved jacket company (see class sponsors)
- PE uniform should be purchased from the PE Department at GAA.

Dress for Extracurricular Activities:

Students should harmonize with the school's image and dress policy on and off campus at all extracurricular and after-school events (banquets, trips, programs, athletic games, vespers, etc.) Any variation from approved school attire for special events will be approved and announced by Administration. Spirit Dress days are NOT free dress, students must abide by guidelines given or be in uniform.

Answers to Common Questions:

- Closed toe shoes must be worn at all times and laces tied. Thongs or slippers are not acceptable.
- School attire should be of appropriate size and length. Baggy pants, pants that are too long, or oversized, clothing excessively tight or short are not acceptable.
- Hats, hoods, caps, sunvisors, hairnets, or other types of head covering are not acceptable.
- Light make-up and nail polish may be worn. Extremes are not acceptable.
- Glasses, other than prescription, and sunglasses, are not acceptable inside school buildings.
- Jewelry, including, but not limited to, rings, bracelets, wrist bands, chains, earrings, or necklaces are not acceptable.
- Accessories, such as belts, bandannas, purses, insignias, colors, or writings, depicting professional, college, and/or non-school clubs, teams or gangs are not acceptable. Attire that is worn altered in such a way to identify with non-school clubs, teams or gangs are unacceptable. This includes, but is not limited to sagging pants, hanging belts, suspenders off the shoulders, and gang or drug related insignias on belt buckles, etc.

- Students are required to wear the physical education uniform during PE classes.
- Students who remain on campus after their last class must remain in uniform until they leave school for the day.

Hair Styles: Hairstyles should be modest and kept neat, clean and out of one's eyes and face. Extreme hairstyles that attract undue attention or produce an artificial appearance are unacceptable. These include, but are not limited to the following styles:

- Dyed, bleached, or tinted hair; must be a natural hair color.
- Heads that are completely shaved, or have shaved designs are not acceptable.

Enforcement:

Students who fail to comply with the dress code will be removed from the classroom with an unexcused absence until their parent/guardian can provide them with acceptable clothing. Inappropriate items of clothing, will be confiscated and held until picked up by a parent. The school assumes no responsibility for confiscated items that might be lost, stolen, or damaged.

Glendale Adventist Academy Internet Consent and Waiver

By enrolling at GAA student and his/her parent(s) or guardian(s) agree to abide by the restrictions listed in this form. The student and his/her parent(s) or guardian(s) should discuss these rights and responsibilities.

Further, the student and his/her parent(s) or guardian(s) are warned that Glendale Adventist Academy does not have control of the information on the Internet, nor does it provide complete barriers to students accessing the full range of information available other than those constraints imposed by finite resources. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. While the intent of GAA is to make Internet access available to further educational goals and objectives, students will have the ability to access other materials as well.

Glendale Adventist Academy believes that the benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. But ultimately, parent(s) and guardian(s) of minors are responsible for setting and conveying standards that their child or ward should follow. To that end, Glendale Adventist Academy supports and respects each family's right to decide whether or not to apply for the school's Internet access.

The student and his/her parent(s) or guardian(s) must understand that the school's access to the Internet is being developed to support the school's educational responsibilities and mission. The specific conditions and services being offered may change from time to time. In addition, a student uses the Internet at his/her own risk. Glendale Adventist Academy makes no warranties with respect to their Internet service and specifically no responsibilities for:

1. The content of advice or information received by a student from a source outside of the school, or any costs or charge incurred as a result of seeing or accepting such advice;
2. Any costs, liabilities or damages caused by the way the student chooses to use his/her Internet access;
3. Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of Glendale Adventist Academy;
4. Guaranteeing the privacy of electronic mail. While Glendale Adventist Academy supports the privacy of electronic mail, students must assume that this cannot be guaranteed.

STUDENTS: I hereby agree to abide by the rules stated in the Glendale Adventist Academy Code of Conduct for School Internet Usage. Student understands that the school makes no warranties with respect to their Internet service and specifically assumes no responsibilities as listed in the Consent and Waiver form. Student further understands that any violation of the rules and regulations stated in the Code of Conduct for School Internet Usage may result in loss of school Internet/Network privileges as well as additional disciplinary action by the school. Student understands that the school reserves the right to modify/update the Code of Conduct for School Internet Usage guidelines at any time and I agree to abide by any posted updates.

PARENT/GUARDIAN: Parent agrees to uphold the rules and regulations as stated in the Glendale Adventist Academy Code of Conduct for School Internet Usage. Parent understands that Glendale Adventist Academy makes no warranties with respect to the school's Internet service and specifically assumes no responsibilities as listed in this Consent & Waiver form. Parent further understands that any violation of the regulations listed will result in disciplinary action for the student.

**Glendale Adventist Academy
Student Lifestyle Commitment**

MISSION STATEMENT

There is no greater gift to the future than a generation of young people who are empowered with spiritual commitment, strong academic preparation, leadership skills, and social awareness. Glendale Adventist Academy is at the forefront of developing such young people. Our school provides:

- A Christ-centered learning environment where students, parents, and teachers can experience the presence of God in a spirit of affirmation
- A progressive curriculum that challenges and fosters the highest academic development.
- A values-laden and ethically driven focus that involves students in service for the purpose of developing responsible citizens with a commitment to serve in their local and global communities.

The curriculum maintains a rigorous program of college preparatory courses, religious education, community outreach, art, music, athletics, and enrichment opportunities that promote a life long love for learning.

The school seeks to reflect the character of Christ and hereby nurture within each student a love of God and fellow humans. We believe a growing Christian experience provides opportunities for spiritual, physical, and social growth. Students are encouraged to develop skills that enable them to become competent Christians who recognize the dignity of others, who strive to obtain a true knowledge of God, and who understand the unique role of Seventh-day Adventists serving in a secular world.

PREAMBLE

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

DEFINITION

The word *honor* is defined as, "a keen sense of right and wrong; adherence to action or principles considered right; integrity." The word *integrity* is defined as, "the quality or state of being of sound moral principles; uprightness, honesty, and sincerity." The word *moral* is defined as "capable of making the distinction between right and wrong in conduct."

PLEDGE

As a student of Glendale Adventist Academy, student pledges to support the administration's efforts to provide a positive, safe and orderly environment by **first**, promising to read, become familiar with, and follow the policies outlined in the school's student handbook, and secondly, by choosing to be a student who both **on and off campus**:

- Seeks to develop physical, mental and spiritual energies to serve and honor God.
- Respects and protects the rights of all people.
- Practices principles of honesty, integrity and morality.
- Refuses to use or support the use of tobacco, alcohol or drugs.
- Endeavors to influence and assist fellow student in supporting these ideals.

A parent of a student at *Glendale Adventist Academy* also pledges to support the administration's efforts to provide a positive, safe and orderly learning environment by assisting their child to keep the *Glendale Adventist Academy Lifestyle Commitment Pledge*.

Senior Activities Eligibility

These guidelines are meant to assist seniors meet eligibility for graduation (diplomas, cords, NHS, etc).

EVENT	ELIGIBILITY REQUIREMENTS
Jr/Sr Game (team and cheerleaders) Friday before activity	<ul style="list-style-type: none"> • Credits: Completed 180 units of credits successfully. • No Academic, Attendance or Citizenship Probation • No detention hours / fees owed • Community Service: All hours due for Grades 9-11 submitted. • Work Experience: Minimum 50 work experience hours completed, submitted.
Camping Trips Wednesday before activity	<ul style="list-style-type: none"> • Credits: Completed 180 units of credits successfully. • No detention hours / fees owed • Community Service: all hours for grades 9-11 completed and submitted. • Work Experience: Minimum 50 work experience hours completed, submitted. • Financial Clearance from the Business Office
Senior Trip Deadline: Friday before leaving for activity	<ul style="list-style-type: none"> • Credits: Completed 210 units of credits successfully. • No detention hours / fees owed • Community Service: Hours for grades 9-11 completed; minimum of 12.5 submitted for grade 12. • Work Experience: Minimum of 50 work experience hours submitted. • Independent Study Courses: Half of the required coursework for EACH course enrolled in or expected to be enrolled in, submitted, graded by IS school, and verified by Registrar. • Financial Clearance from the Business Office
Jr/Sr/ Ditch Day Deadline: Friday before activity	<ul style="list-style-type: none"> • Credits: Completed 210 units of credits successfully. • No Academic, Attendance, or Citizenship Probation • No detention hours / fees owed • Community Service: Hours for grades 9-11 must be complete. Minimum of 18 hours submitted for CURRENT school year. • Work Experience: Minimum of 75 work experience hours submitted. • Independent Study Courses: Three-quarters (3/4) of the required coursework for EACH course enrolled in or expected to be enrolled in, submitted, graded by IS school, and verified by Registrar. • Financial Clearance from the Business Office • Ineligible students MUST report to school.
Independent Study Course Completion Deadline: April 20	<ul style="list-style-type: none"> • Independent Study Courses: All courses to be placed on transcript must be completed, regardless if graduation/diploma requirement or not must be complete. Processing time must be allowed to the IS school to mail final transcript to GAA by May 15. If enrollment is still active, course must be completed, otherwise, student must officially withdraw from course with IS school. • Completed = all lessons, evaluations, projects and exams must be submitted to Independent Study School.
Graduation Program / Eligibility Deadline: May 15	<ul style="list-style-type: none"> • Credits: Completed/passing all graduation/diploma requirements (min. 240). • No detention hours / fees owed • Community Service: 25 hours for current year submitted. • Work Experience: 100 hours submitted. • NHS: 12.5 community service hours for current semester completed. • Independent Study Courses: Final grade in the Registrar's Office. • Final Financial Clearance from the Business Office: final

Junior Activities Eligibility

These guidelines are meant to assist juniors meet eligibility for graduation (diplomas, cords, NHS, etc).

EVENT	ELIGIBILITY REQUIREMENTS
Jr/Sr Game (team and cheerleaders) Deadline: Friday before activity	<ul style="list-style-type: none"> • Credits: Completed 120 units of credits successfully. • No Academic, Attendance, or Citizenship Probation • No detention hours / fees owed • Community Service: All hours due for Grades 9-10 submitted. • Work Experience: Minimum of 25 work experience hours completed, submitted.
Camping Trip Deadline: Friday before activity	<ul style="list-style-type: none"> • Credits: Completed 120 units of credits successfully. • No detention hours / fees owed • Community Service: all hours for grades 9-10 completed and submitted. • Work Experience: Minimum of 25 work experience hours completed, submitted. • Financial Clearance from the Business Office
Jr/Sr/ Ditch Day Deadline: Friday before activity	<ul style="list-style-type: none"> • Credits: Completed 120-155 units of credits successfully. • No Academic, Attendance, or Citizenship Probation • No detention hours / fees owed • Community Service: Hours for grade 9-10 completed. Minimum of 12.5 hours submitted for CURRENT school year. • Work Experience: Minimum of 40 work experience hours submitted. • Independent Study Courses: Half (1/2) of the required coursework for EACH course enrolled must be submitted and graded by IS school; verified by Registrar. • Financial Clearance from the Business Office • Ineligible students MUST report to school.

Seniors – Freshmen: To be eligible to participate in class meetings or activities in general, all students must meet grade level requirements. All special requests/petitions will be reviewed by **Academic Standards Committee**