



# STUDENT HANDBOOK

**2025-2026**

Glendale Adventist Academy  
700 Kimlin Drive  
Glendale, CA 91206

Grades 9-12 818-244-8671 FAX: 818-546-1180

[www.glendaleacademy.org](http://www.glendaleacademy.org)

This Student Handbook/Planner/Assignment Book belongs to:

NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

NOTES:

# SCHOOL YEAR CALENDAR 2025-2026

## FIRST SEMESTER

NHS Information Packets Due	August 11
F-1/New Student Placement Testing	August 14
Fall Registration (9:00-11:00 am)	August 15
Begin Q1/S1 (first day of school)	August 18
Academy Spiritual Retreat	August 21-22
Labor Day - NO SCHOOL	September 01
TK-12 Back to School Night	September 04
End of Q1	October 17
Begin Q2	October 20
Parent-Teacher Conferences	October 23
Academy Day	November 07
Fall Festival	November 08
Thanksgiving Break - NO SCHOOL	November 24-28
Semester 1 Finals	December 15-19
End Q2/S1	December 19
Christmas Break - NO SCHOOL	December 22-January 02

## SECOND SEMESTER

Begin Q3/S2 (school resumes)	January 05
NHS Information Packets Due	January 12
Martin Luther King, Jr. Day - NO SCHOOL	January 19
TK-12 Open House	January 22
Re-enrollment (2025-2026) reduced fee	January 05-March 12
Re-enrollment (2025-2026) full rate fee	March 13-August 14
NHS Induction	January 23
Presidents' Day - NO SCHOOL	February 16
End Q3	March 13
Spring Break - NO SCHOOL	March 16-27
Begin Q4	March 30
Parent-Teacher Conferences	April 02
Mid-Term Break - NO SCHOOL	April 20
Alumni Weekend/May Festival	May 02-03
May Festival Break - NO SCHOOL	May 04
Senior Graduation Review	May 15
Memorial Day - NO SCHOOL	May 25
Semester 2 Finals	May 26-June 05
End Q4/S2	June 05
Consecration	June 05
Class Night	June 06
Graduation	June 07

## FACULTY 2025-2026

### ADMINISTRATION

TBA	Principal
Sandra Gross, MEd	Vice Principal, Registrar
Brigitte Biaggi	Treasurer
TBA	Student Accounts

### FACULTY

Silvana Albornoz, BS	Health, Science
Brad Brandmeyer, BA	Fine Arts, Practical Arts
Melinda Dankesy, MS	Religion, Spanish, Study Skills
Hugo Gómez, BS	Math, Science
Chris Lindstadt, BS	Physical Education
Grace Lorentz, MS	Math, Practical Arts, Science
Aura Luna-Escudero, MA	Athletic Director, Physical Education
Jonny Moor, DMin, MDiv	Chaplain, Religion
Stephen Nelson, BA	Social Studies, Physical Education
Amy Marcarian, MA	English
Reuben Rafanan, MS	Computer Applications
Ricky Reyna, BMus, BMed	Instrumental Music
TBA	Vocal Music

### AUXILIARY STAFF

Erwin Gonzales, MAEd, MBA, MIS	IT
TBA	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 demonstrate respect for duty, order, morality, personal honor, and the rights of students, faculty, and staff. Respect and consideration for others are expected of all students.

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

The provisions stated in this bulletin are not to be regarded as an irrevocable contract between the student, parent, 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 efforts 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 student, 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 cooperate fully with those involved in the school's operation. 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, contact the principal or board chairman again 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 the library security system).
4. Students possessing 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 that violate school policy, nor is there any guarantee such items will be returned.
7. The school reserves the right to keep any confiscated items permanently. The school may charge students a fee to retrieve items that have been carelessly left on the campus (grounds or buildings).

#### **LOCKERS**

All students will be assigned a locker and given a lock. Lockers must be kept locked at all times. Any personal items that do not fit in the locker may be signed into the office for safekeeping.

#### **CLOSED CAMPUS**

Glendale Adventist Academy operates as a closed campus. After arriving at school in the morning, students are not allowed to leave campus during the school day without authorization.

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. Students who leave campus during the school day without authorization 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.

#### **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. Students may only remain on campus for thirty minutes after their last class. No additional supervision will be provided before or after school.

#### **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 Office 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 school year's first quarter 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.

#### **UNSUPERVISED PLAY**

Students are not to play in the gym, on 2<sup>nd</sup> terrace, on the field, or in any other areas without direct faculty supervision. The school does not assume responsibility for students who are playing on 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 the third terrace, gym, and P.E. areas with proper supervision. 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 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 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 are 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 may be 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 anyone to use during the hours of 7:00 a.m. to 6:00 p.m. Parking regulations are strictly enforced.
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 with permission of the school administration.
5. Vehicles are to park with the 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. Student vehicles may be subject to search.
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. NO DRIVING is allowed on campus from 7:15 am until 4:00 pm. This rule is in effect whether or not the gates are open. If school is in session (starting at 7:15 am), parents and guests must park in the guest parking and walk to their destination.
11. NO parking or waiting is allowed in the cul de sac between the hours of 7:15 am and 4:00 pm
12. There will be no speeding (over 5 m.p.h.) on school premises when children are present, 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 for a determined period of time or the remainder of the school year.
13. NO vehicle is to be left unattended in the cul de sac between the hours of 7:15 am-4:00 pm
14. Suspension of driving privileges, towing of vehicles, and/or suspension from school may occur when a violation of these regulations occurs.
15. The teachers on supervision duty in the cul de sac area are **mandated** to control traffic to ensure the safety of the students, and all drivers are required to follow their instructions.
16. 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. The teachers in charge and the school administration will arrange these trips' transportation. 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-day activities. The Administration reserves the right to examine any student's luggage during overnight activities.

## **TELEPHONES – CELL PHONES – ELECTRONIC EQUIPMENT**

The faculty and office telephones are business phones and may not be used by students. Students may bring personal electronic devices to school to be used in the classroom under the direction of the teacher for school assignments only. **Students will assume all responsibility for the security of these devices.** Cell phones may be used before school (8:05, or 7:15 for band members), after school (3:40), or during lunch

(12:35-1:05). Game playing/watching videos is not allowed at school, especially in the classroom or study halls.

Phones must be put away and out of sight at **all times** during classes. Students are not allowed to answer their phones or send/receive text messages during the school day. Parents may call the academy office to leave messages if they cannot wait for the lunch break. If students feel ill or need to communicate with their parents during the school day, they must go to the academy office to call their parent/guardian.

Absolutely no cell phones or other photography, video, or recording devices are allowed in restrooms or PE locker areas.

### **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 Administration Office will temporarily hold large sums of money or valuables, which must occasionally be brought to campus.

### **LOCKERS**

All students are given a locker and a school-issued lock. All lockers must be kept locked at all times. Students may keep locks at the end of the school year, and lockers must be cleaned. Cleaning fee: \$15.00. The loss of textbooks and personal items is the responsibility of the student.

### **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 prohibited from dispensing 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 should carry any medication on the school grounds (except inhalers).

According to the California State Education Code, any pupil who is required to take prescribed medication 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 the method, amount, and 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 assists the student in following the 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, particularly 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 worship and weekly chapels or assemblies are important aspects 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 festivals, etc., must have all musical acts, soundtracks, skits, and slides auditioned before the Music/Program Committee at least one week before the event. Any unauthorized changes in program content may result in the program's cancellation. 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. No phone use is allowed except to complete a class assignment.

## **CAREER COUNSELING**

The Registrar and teachers may be consulted regarding career choices. The Registrar will meet with each student every year to advise the students on academic matters (selecting classes for next year, summer school, etc). Registrar assists the students in their college applications by filling out Counselor Recommendations and sending out transcripts. The North American Division of Seventh-day Adventists provides the school with a college fair every fall with follow-up opportunities from several SDA colleges and universities. The Registrar will coordinate these visits.

## **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. Drinks and some 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.

## **CLUBS AND ORGANIZATIONS**

Glendale Adventist Academy may sponsor a number of organizations that are designed to promote leadership among the students and to develop their physical, mental, social, and spiritual powers. All clubs must have administrative approval and be assigned to a faculty sponsor. Each of these organizations will be 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 operated in harmony with the constitution of the Student Association. The Student Council is made up of elected Student Council members and class representatives. 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 / STUDENT ASSOCIATION OFFICE**

Students must have a minimum of a 3.0 cumulative grade point average (GPA), "B" or above in attendance for the previous and current quarters, a grade of A in citizenship in the previous and current quarters, and no "F" or "I" grade from the previous semester to run for a Class or Student Association office. A student may hold only one SA or Class office at a time.

To be eligible for a class/SA office and stay in the office, a student must:

1. have and maintain an "A" in Citizenship for the two quarters/one semester before running and for all quarters/semesters while in office,

2. have and maintain a “B” or higher in Attendance for the two quarters/one semester before running and for all quarters/semesters while in office), and
3. have no failing or incomplete grades in the previous two quarters/one semester before running and for all quarters/semesters while in office.

Officers who cannot maintain these requirements will be placed on a 9-week probation and may forfeit their office for the remainder of the school year.

## 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. AP classes taken on campus or off require that the student sit for the AP exam as part of earning honor points for course credit. Please refer to the Summer School section before 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 (8<sup>th</sup>) 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 and completed 75 hours of community service.

**Graduate:** Students who have earned a minimum of 240 semester units, completed 100 hours of community service, and have met all graduation/diploma requirements.

### CLASS LOAD

Each student is expected to enroll in a minimum of 7 classes (70 credits per year/35 credits per semester during core periods 3-8 and 10-11).

**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 I	10	Religion II	10
English I	10	English II	10
PE	10	PE	10
Algebra I or Geometry	10	Geometry or Algebra II	10
Biology/Lab	10	Science: Physics or Chemistry	10

Health	5	World History	10
Computer Applications	5	Spanish I	10
Study Skills	5	Vocational Art	10
Elective	5		
<b>TOTAL</b>	<b>70</b>	<b>TOTAL</b>	<b>80</b>
<b>TOTAL SEMESTER CREDITS</b>	<b>70</b>	<b>TOTAL SEMESTER CREDITS</b>	<b>150</b>

  

<b>ELEVENTH-GRADE</b>	<b>CREDITS</b>	<b>TWELFTH-GRADE</b>	<b>CREDITS</b>
Religion III	10	Religion IV	10
English III	10	English IV	10
PE	10	US Government (or H-Govt)	5
US History (or H-US Hist)	10	World Econ (or H-Economics)	5
Spanish 1 or 2	10	Vocational Art	10
Math: Alg 2, AP PreCal, AP Stat	10	Math: AP PreCal, AP-Calc, or AP Stat	10
Science: Chem, Physics, AP Phys, A&P	<u>10</u>	Science: Chem, Physics, AP Phys, A&P	10
		Elective (i.e. Span 2)	10
<b>TOTAL</b>	<b>70</b>	<b>TOTAL</b>	<b>70</b>
<b>TOTAL SEMESTER CREDITS</b>	<b>220</b>	<b>TOTAL SEMESTER CREDITS</b>	<b>290</b>

**GAA GRADUATION REQUIREMENTS**

Subject Area	High School Diploma (white cords)	College Prep Dipolma (silver cords)	Adv College Prep Dip (gold cords)
English	40	40	40
Fine Arts	10	20	20 in 2 areas (Art, Music, Drama)
Health	5	5	5
Social Studies	US History - 10 US Government - 5 World Economics - 5 Elective (W Hist) - 10	US History - 10 US Government - 5 World Economics - 5 Elective (W Hist) - 10	US History - 10 US Government - 5 World Economics - 5 Elective (W Hist) - 10
Mathematics	Algebra 1 - 10 Elective – 10 (Geometry, Precalculus, AP Precalculus, AP Calc, AP Statistics)	Algebra 1 - 10 Elective – 20 (Geometry, Precalculus, AP Precalculus, AP Calculus, AP Statistics)	Algebra 1 - 10 Elective – 20 (Geometry, Precalculus, AP Precalculus, AP Calculus, AP Statistics)
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 (Chem, Physics, AP Phys, Anat & Phys)	Biology - 10 Elective - 20 (Physics, AP Phys, Chem, Anat & Phys)	Biology – 10 Elective - 20 (Physics, AP Phys, Chem, Anat & Phys)
Technology	Computer App- 5	Computer App - 5	Computer App - 5
Community Service	25 hrs each yr	25 hrs each yr	25 hrs each yr
Elective/Voc Arts	40	20	30
Modern Language**	0	20 of one language (Spanish)	20 of one language (Spanish)
Proficiency	9.0 GE min in each area or MAP Math 230, Reading 220, Lang Use 220	10.0 GE in each area; average 11.0 GE or MAP Math 240, Reading 225, Lang Use 225	10.0 GE in each area; average 12.0 GE or MAP Math 240, Reading 225, Lang Use 225
<b>Total Credits Req</b>	<b>240</b>	<b>270</b>	<b>280</b>
GPA Requirement	None	3.00	3.50

Honors/AP Course Requirement	None	None	5 courses in grades 11, 12
Grade Requirement	None	C- and above No class withdrawal without replacing with another class	C- and above No class withdrawals

\*Exception: waiver tests; International credits

\*\*GAA offers Spanish I and Spanish II challenge exams. The Spanish I challenge test represents a combined comprehensive test score of 85%+ in reading and writing. Verbal skills are also confirmed. A Pass for the Spanish I test is equivalent to one year of high school level instruction. The Spanish II challenge test represents a test score of 85%+ in each section (reading and writing) of the exam. Verbal skills are also confirmed. A Pass for the Spanish II test is the equivalent of one year of high school level instruction.

### **BASIC PROFICIENCY REQUIREMENT**

Glendale Adventist Academy has used the MAP Growth since 2020-2021 to measure proficiency. Students must score a minimum of 9.0 grade equivalent (Language 220, Reading 220, Math 230) to meet high school diploma requirements. College Preparatory and Advanced College Preparatory diploma students must score a minimum of a 10.0 grade equivalent (Language 225, Reading 225, Math 240).

### **ACCELERATION**

Students who wish to accelerate (complete graduation requirements in fewer than four years) should submit an application signed by their parents by 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 the 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 the Academic Standards Committee.
2. The Academic Standards Committee may meet with parents/guardians and discuss the proposed acceleration.
3. Submit the completed and signed application to the Office of Education, Southern California Conference.

After completing the above procedure, 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 criteria below:

1. Full-time student status for the entire second semester.
2. Passing grades in all diploma requirements by Senior Review (May 15).
3. All transcripts from previous schools attended are received by the Registrar's Office by May 15.
4. Completion of all correspondence courses (final grades received by the Registrar's Office by May 15).
5. Payment in full of all school accounts before the beginning of the second semester finals week.
6. Approval by the academy faculty.

Students who do not meet the criteria by Senior Review may not have their names in the graduation program.

### **GRADUATION STAGE PRESENCE**

GAA administration and faculty reserve the right to control the graduation ceremony, who is permitted on stage during the graduation, and all other aspects of graduation weekend, including academic awards, honors,

the graduation ceremony, and all other matters. All things relating to graduating students are a prerogative of GAA administration and faculty only.

### **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 courses required for graduation must be taken at GAA. Summer school/independent study credit may be requested if a student wishes to repeat a class for a better grade or take a course not offered at GAA. Under some circumstances, a student may request to take a class for the first time during the summer that GAA does not offer. These courses will require an exit exam at the end of the summer to determine readiness for the next sequence class (i.e., math classes). Students must earn an A in summer courses being taken for the purpose of math or science acceleration to a higher course in the next year. The Academic Standards Committee must approve all summer school/independent study credit requests.

Approval of summer school credits must be requested 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 the final grade must be submitted to the Registrar's Office by May 15 of the senior year. Summer courses must be completed by August 10.

### **ACADEMIC INTEGRITY**

Because optimum learning occurs only when each student does his/her own work, Glendale Adventist Academy places a strong emphasis on 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 crediting 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 using any words, ideas, or information not directly your own.

Academic dishonesty includes: Engaging in behavior whereby a student fails to do his/her own work. This includes both the giving and receiving of unauthorized assistance or the use of sources that violate established principles of academic integrity. For further clarification, refer to the definitions provided in the University of Pennsylvania's Code of Academic Integrity, <https://catalog.upenn.edu/pennbook/code-of-academic-integrity/>.

### **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 their College Preparatory diploma or Advanced College Preparatory diploma. Students dropping a class after 1<sup>st</sup> quarter or 3<sup>rd</sup> 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**

Current grades are available through Family Portal. In addition, parents with active Family Portal accounts will receive progress reports every week through email automatically from FACTS SIS. Progress reports are

not included in transcripts. Final first and second semester grades only are recorded on the student's permanent transcript.

The following grading and grade point system is used:

Grade	Meaning	%**	Grade Value	Grade Value <sup>(H/AP)^</sup>
A+		101+	4.0	5.0
A	Superior	93-100	4.0	5.0
A-		90-92	3.7	4.7
B+		87-89	3.3	4.3
B	Above Average	83-86	3.0	4.0
B-		80-82	2.7	3.7
C+		77-79	2.3	3.3
C	Average	73-76	2.0	3.0
C-		70-72	1.7	2.7
D+		67-69	1.3	1.3
D	Below Average	66-63	1.0	1.0
D-		60-62	0.7	0.7
F		59-00	0.0	0.0
AU	No Credit Given*		0.0	0.0
P	Passing*		0.0	0.0
I	Incomplete		0.0	0.0
WP	Withdrew Passing*		0.0	0.0
WF	Withdrew Failing*		0.0	0.0
MW	Medical Withdrawal		0.0	0.0
SP*	Special – No Credit Given*		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:

1. Grade value × credit = honor points
2. Honor points ÷ credits attempted = GPA

Class	Grade	Sem Credit	Grade	Hnr Pts Earned	Cred 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 · 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

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. Parent/Teacher Conferences are scheduled at the beginning of the 2nd and 4<sup>th</sup> Quarters (October and April).

### CLASS RANKING

Class ranking will not show on a student's transcript but can be made available upon request.

### TRANSCRIPTS

The Registrar's Office will issue transcripts without charge for current students (up to 8 for current seniors). Each additional transcript request will cost \$5.00 (more if needed immediately). The preferred method by most schools is to receive transcripts directly from the school. 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 (if over 18 or a senior/alumni) or the parent if the student is under 18. Once a student is a senior, the student is the only person eligible to request a transcript. Request forms are available in the Registrar's Office or on the school website.

### ALTERNATE FINAL EXAMINATION TIME

Requests for alternate final examination time (for reasons other than illness) must be submitted to the Registrar's Office at least one week before test week. There will be a minimum \$25.00 fee for each rescheduled exam, and must be paid to the Business Office at the time of the test.

### 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 after-school detention. Students who do not exhibit academic progress may be asked to meet with the Academic Standards Committee with their parents. At that time, educational testing may be required for continued attendance at GAA.

Students who earn demerit points must serve one hour of Citizenship detention for each demerit point earned. Students serving detention must report to the assigned room on time, bring study materials, and work constructively for the entire time. Students who are disruptive and/or do not bring appropriate study materials will be dismissed from detention and have to reschedule.

Failure to serve/fulfill detention requirements will result in the doubling of hours and this will affect the Citizenship grade, which can impact office held, participation in school activities, involvement in varsity practices/games, etc. Students who earn a "C" in any quarter/semester will be placed on probation for one semester.

### 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

NHS is a national organization that 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 documentation, citations, or referrals in the three semesters before induction; attendance grade of A/B in the two quarters 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 be on track

to earn either a College Preparatory or Advanced College Preparatory diploma. See the school website or NHS advisor for additional guidelines and intent deadlines.

**RECOGNITION**

Honor Roll: Students will be placed on the Honor Roll if they meet the following criteria: achieve a semester grade point average of 3.5 or higher; Attendance grade of A or B; Citizenship grade of A with no incident of academic dishonesty, no probation (academic, attendance or citizenship).

National Honor Society: A national organization that encourages scholarship, leadership, character, and service. Seniors graduating as NHS members will wear an NHS stole and navy blue honor cords (according to years of membership).

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, positive character, contributions to local churches, and service to the academy, having a beneficial impact in all areas of school life. This award is voted by the faculty.

The Caring Heart: The school and the local conference recognize a student having a strong, positive citizenship record, a personal commitment to witnessing-service activities, is an overall positive example on campus, and participates in all school activities. This award is voted on by the faculty.

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

President’s Educational Achievement Awards: Given annually to students meeting required criteria (CP proficiency level in two categories of MAP Growth for Math, Reading, Language Usage, 3.5+ cumulative UGPA, A/B Attendance, A Citizenship through 1st semester and Winter MAP testing.

12/13-Year Club: Students who have attended GAA for grades K-12 without interruption.

International Thespian Society: Students who have earned membership in ITS and a required number of participation points in Drama.

National Choral Award: Music Department award for outstanding achievement in choral music.

John Philip Sousa Band Award: Music Department award for outstanding achievement in instrumental music.

National Band Director’s Award: Music Department award for outstanding achievement in Band

Mohr Award for Music Excellence: Music Department award for outstanding achievement in both choral and instrumental music throughout their high school experience.

Some of these awards are given at an Awards Chapel or during Class Night for graduating students.

**COLLEGE ENTRANCE REQUIREMENTS**

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

SUBJECT AREA	REQUIREMENT
a-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 Government and one year of World History, Cultures and Geography
b-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.

SUBJECT AREA	REQUIREMENT
c-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.
d-Laboratory Science	2 years required, 3 or years recommended. Two years of laboratory science providing fundamental knowledge in at least two of these three disciplines: Biology, Chemistry, and Physics.
e-Language other than English	2 years required, 3 years recommended. Two years of the same language other than English
f-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.
f-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 on a TOEFL or iTEP test of English skills. Further details on the acceptance of International Students may be obtained through the Registrar's Office.

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 their student's academic progress.

### **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.**

## **COMMUNITY SERVICE**

### **REQUIREMENTS**

Community Service/Volunteer (CS) hours: All students are required to submit 25 clock hours of CS hours per school year (volunteer only in attendance in a Seventh-day Adventist school. Service must be completed for non-profit, community, educational, church, and/or medical organizations. Working without pay at a for-profit organization does not meet the spirit of the CS requirement. Babysitting, regular household/yard work chores, and pet sitting may not be used for CS hours.

### **WORK PERMITS**

A student must have a valid work permit to be eligible for paid work on campus. Permits may be obtained from the Business Office. See the Treasurer's Office for information and application.

### **ON CAMPUS PAID WORK, 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 Business Office before pay is credited to the student's account. Students hired to work for pay must volunteer 25 hours each year to complete their community service hours for that school year first.

All workers must write in their time on a daily basis and are to be turned in to the Registrar's Office by the student on the 1<sup>st</sup> and 16<sup>th</sup> of each month. Time cards will not be accepted later than one quarter 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 Registrar's Office. All workers must write in their time on a daily basis. Volunteer timesheets are due in the Registrar's Office on the 1<sup>st</sup> and the 16<sup>th</sup> of each month and will not be accepted later than one month after the due date.

#### **OFF-CAMPUS WORK (CS)**

Off-campus workers must comply with employers' requirements. If a student is under 18, they must obtain a work permit. An application is available in the Business Office. To receive credit (CS), the Registrar's Office must receive a signed timesheet (evaluation included) for non-profit/medical service. Summer work hours should be reported at Fall Registration or before October 1; first semester work hours are due by December 15; second semester work hours are due by the first of June. Seniors must complete all CS requirements before the May 15 senior review deadline.

#### **COMMUNITY SERVICE/WORK EXPERIENCE PROGRAM POLICY**

The school reserves the right to reduce the hours worked on campus 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. Student is working during Sabbath hours (because this is an SDA institution.)
3. The general health of the student is being affected by excessive work.
4. Student has insufficient 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.

To maintain a strong school program, a subsidy to reduce a student's tuition is provided by the churches of the Southern California Conference of Seventh-day Adventists through its church members. This subsidy is used to update facilities and 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 **F-1 (I-20)** accepted students must pay a full year's tuition in advance before the I-20 is issued and the student begins school. Should a student decide to withdraw before the school year is over, there will be no refund given.

#### **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.

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 the parent/guardian no later than ten (10) days after the school sends the first bill on which the error or questioned transaction appeared. Parents/guardians may telephone the office or

come into the Business Office concerning their question. While the 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**

Glendale Adventist Academy enforces policies that encourage parents to remain responsible in meeting their financial obligations. Please remain faithful in your payments to the school for your investment in your child's education.

**PAST DUE ACCOUNT:** Should the responsible party fail to pay the student account balance by the 10th of the current month, the responsible party will be responsible for contacting the school by the 15th of the current month to arrange payment.

**30 DAYS PAST DUE:** If tuition is more than 30 days late, and suitable arrangements have not been made with the Business Office, your student may be dismissed from school until the account is brought current—known as an Education Interruption.

**DELINQUENCY:** To be admitted on the first day of school in August, accounts must be current, or suitable arrangements must be made. If accounts become delinquent by the end of the 2nd Quarter, students will not be eligible for semester exams and will not be readmitted on the first day of school in January. If accounts become delinquent by the end of the 4th Quarter, students will not be eligible for semester exams and report cards.

Any delinquent accounts remaining at GAA from brothers or sisters who attended must be cleared before another family member is admitted as a student.

**NSF Fees:** The school is charged for Non-Sufficient Fund Checks; therefore, a \$30 NSF fee will be assessed on a returned check.

Owing to the uncertainties of the 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 extracurricular 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 the 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 - GRADUATION**

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 must be recorded before a diploma can be awarded. If a student is awarded a financial arrangement acceptable to the administration, he/she will be granted a test permit.

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.

## **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 the previous school before the student can be admitted to GAA.

## **LATE ADMITTANCE AND WITHDRAWAL OR DROP POLICY**

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 prorated 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 to hold a work position. See the Work Experience section of this handbook.

## **WORKERS COMPENSATION INSURANCE**

Worker's compensation insurance coverage is provided for all students and faculty members while at work. State law requires all work-related injuries to 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 quarter, a citizenship grade will be issued for every student and will be included as part of their permanent records without impacting the student's grade point average. This record may be used (not sent) in recommending students to employers and colleges. The semester Citizenship grade is reported on the transcript. To maintain a satisfactory grade in citizenship, students should abide by **all school standards and regulations and not be involved in a disciplinary situation**. The Discipline Committee addresses student disciplinary concerns.

## **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 CITATIONS:** A discipline citation will be issued by a teacher or staff member when a student is involved in inappropriate behavior or is in violation of school rules. Citations include but are not limited to: dress code violations, gum chewing, food in the classroom, cell phone use at unauthorized times, profanity, and talking in class. Citations are 1 demerit.

2. **DISCIPLINE DOCUMENTATIONS:** A discipline documentation will be issued by a teacher or staff member when a student is involved in repetitive violations of school policy, which is considered insubordination. Documentations include but are not limited to willful violation of school rules, inappropriate classroom behavior, inappropriate cafeteria behavior, and leaving class or school without permission. Documentations are 2-5 demerits.
3. **DISCIPLINE REFERRALS:** A teacher or staff member will issue a discipline referral when a student is involved in more serious behavior problems. Some referrals result in the student being suspended from school. Referrals include but are not limited to: cheating, the use, sale, or possession of alcohol, drugs, or tobacco; extortion or robbery; physical, verbal, visual, and/or sexual, physical attack harassment, and possession of weapons. Referrals are 6 or more demerits.
4. **STUDENT CONFERENCE:** One or more school officials may meet with the student. After-school detention may be required.
5. **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. After-school detention may be required.
6. **ON-CAMPUS INTERVENTION:** Students may be removed from one or more classes and be assigned a supervised location. After-school detention may be required.
7. **SUSPENSION:** A student may be suspended by the principal or designee for up to ten days when serious offenses occur (referral written) or when other means of correction fail to modify a student's behavior. Notification: The student will be notified about 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.
8. **WITHDRAWAL:** A student may be asked to withdraw from school by the principal or designee when serious offenses occur (referral written) or when other means of correction fail to modify a student's behavior. Notification: The student will be notified about 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.
9. **EXPULSION:** When a student's behavior is consistently outside the expectations for student behavior and all efforts to provide 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 (referral written) 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 part of the student's permanent record.
10. **CITIZENSHIP GRADE:** A grade is issued for each quarter and becomes a part of the transcript record. This grade is NOT included in the GPA. Citizenship grades are based on the following table: 100 points possible per semester; 1 point deducted for each citation; 2-5 points deducted for each documentation; 6 or more points deducted for each referral and/or suspension.
  - A = 0-5 demerits received
  - B = 6-10 demerits received
  - C = 11-15 demerits received
  - D = 16-20 demerits received
  - F = 21+ demerits received
11. **CITIZENSHIP PROBATION:** Students are automatically placed on probation when the student receives a 6-demerit referral or when 10 or more demerits have been earned received in a quarter. The probation period is the equivalent of a quarter or nine weeks. Class and SA officers will forfeit their office if placed on any probation for more than one consecutive quarter. If a student continues on probation for subsequent quarters, the student may be restricted from co-curricular classes/activities or asked to withdraw from school. If significant improvement has been noted in a student's citizenship, a petition will be accepted by the Discipline Committee to review a request to participate in restricted events.

## REASONS FOR DISCIPLINARY ACTION

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

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

The following behaviors are considered to be inappropriate and will result in a citation (1 demerit). If a student continues to behave inappropriately in any of these areas, teachers may then issue a documentation (2-5 demerits).

- Auditorium violations – including but not limited to talking, sleeping, putting feet up on chairs, and passing notes or studying.
- Cafeteria violations – including but not limited to cutting in line, throwing food at other students, not cleaning up, or throwing away trash.
- Classroom violations – including but not limited to talking during class, throwing items during class, passing notes during class, and sleeping during class.
- Dress code violations – including but not limited to wearing incorrect clothing or shoes, wearing clothes with improper length or size, wearing jewelry, wearing inappropriate nail polish or makeup, and having an improper haircut.
- Electronic violations – including, but not limited to, using electronic devices during school hours without permission to text or communicate, access social media, play games, listen to music, watch videos/movies, etc.
- Food violations– including but not limited to eating in the classrooms, hallways, bathrooms, and parking lots, and having food brought onto campus without permission from Administration.
- Gum chewing violations – chewing gum is not allowed anywhere on campus.
- Gambling: gambling or the possession of gambling devices.
- School violations – including but not limited to leaving campus early or without permission, expressing public displays of affection, and the use of foul or vulgar language.

The following behaviors are considered to be inappropriate and will result in a referral (6 or more demerits) and possible suspension. If a student continues to behave inappropriately in any of these areas, the student may be recommended for withdrawal or expulsion.

- Alcohol, Drugs, and Tobacco: the use, possession, or sale of alcoholic beverages or any intoxicant; the use, possession, or sale of controlled substances or their “look-alikes;” the use, possession, or sale of drug paraphernalia; the use, possession or sale of tobacco of any kind; students who assist another student in the use, possession or sale of these substances may also face consequences; students with knowledge of the use, possession, or sale of these substances to GAA students, on or off-campus, may also face consequences.
- Arson: intentional burning of property; possession of fire-starting devices on campus
- Bullying: including but not limited to:
  - a. Verbal: Teasing, name-calling, inappropriate sexual comments, taunting, and threatening to cause harm.
  - b. Social: Leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone, and embarrassing someone in public.
  - c. Physical: Hitting, kicking, punching, spitting, tripping, and or pushing someone, taking or breaking someone's things, and making mean or rude hand gestures.
- Cheating/Dishonesty: engaging in behavior whereby a student fails to do his/her own school work; the giving or receiving of unauthorized assistance; the use of sources that violate established principles of academic integrity.
- Extortion: soliciting money or something of value from another person in return for protection or in

- connection with a threat to inflict harm.
- Graffiti: possession or use of any materials for the purpose of graffiti, including but not limited to permanent markers, paint, etc.
- Harassment: including but not limited to:
  - 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, 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, drawings, photographs, and gestures
  - d. Sexual: unwelcome sexual advances or requests and other verbal, visual, or physical conduct of a sexual nature; offensive remarks, questions, teasing, jokes, insults, notes, pictures, graffiti, ogling, gestures of a sexual nature; unwanted touching (see Sexual Harassment policy)
- Initiations: Conspiracy to perform or participate in the initiation or any other act that may injure, degrade, or disgrace a fellow student
- Physical Attack, Fighting: physical attack by a person or group of persons upon another; threatening harm on another person
- Robbery, Theft: taking or attempting to take property
- Security violations: possession or use of school keys or any item used to circumvent existing school locks or security measures
- Sexual behavior: engaging in excessive physical contact or other activities with sexual overtones, and/or engaging in sexual acts
- Vandalism, Destruction of School Property: damaging, destroying or mutilating objects or materials belonging to the school, school personnel, or other persons
- Weapons: the use, possession, or furnishing of any knife, firearm, or other dangerous device

## **SEXUAL HARASSMENT/DISCRIMINATION<sup>1</sup>**

Glendale Adventist Academy is committed to providing a safe and supportive environment that is free from unlawful discrimination on the basis of sex in all of its activities, educational programs, and services. Any form of sex discrimination and sexual misconduct, including harassment, coercion, intimidation, or sexual violence, is reprehensible, runs counter to GAA's teachings and guiding beliefs, and will not be tolerated. In keeping with this commitment, GAA 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 a GAA investigation of such allegations.

### **DEFINITIONS**

1. **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:
  - a. 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 GAA team, club or organization, or
  - b. 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
  - c. 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 GAA's extracurricular programs or activities.

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

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<sup>1</sup> With permission, GAA has adapted Loma Linda Academy's Sexual Harassment/Discrimination Policy.

**Examples of Sexual Harassment:** Specific examples of the verbal/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 to receiving benefits. 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 member.
- 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, 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.

#### **DEFINITIONS (continued)**

2. **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.
3. **Consent:** "Consent" is defined as 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.
4. **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.
5. **Dissemination of Policy:** This policy shall be disseminated to the GAA 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. Administrative provides oversight and leadership for activities involving compliance, coordination, and complaint resolution.

#### **ISSUES CONCERNING THIS POLICY**

Students and members of the GAA 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 GAA 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 GAA policies and procedures relating to sexual harassment, discrimination, or sexual misconduct.

**PROCEDURES FOR REPORTING AND RESPONDING TO COMPLAINTS OF SEXUAL HARASSMENT, DISCRIMINATION, AND/OR SEXUAL MISCONDUCT**

Glendale Adventist Academy encourages students who believe they have experienced any form of sexual harassment, discrimination, or sexual misconduct of any nature to report such conduct promptly, seek all available assistance, and 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 GAA’s efforts to conduct timely, thorough, and equitable investigations. A written complaint will need to be filed. However, a student may feel most comfortable going to a counselor, teacher, administrator, or another responsible employee first. That individual will be able to aid the student in filing a written complaint. These responsible employees have a duty to report or take appropriate disciplinary action if they find that the GAA policy has been violated.

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

**INVESTIGATION AND CORRECTIVE ACTION**

The Administration shall conduct a prompt, thorough, and impartial inquiry into any reports of sexual harassment and/or physical sexual misconduct. The principal will take immediate and appropriate steps 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 principal and his/her administrative committee will be responsible for decisions regarding the possible consequences of 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.

GAA will attempt to obtain consent from the individual filing the complaint before beginning an investigation; however, there may be instances when GAA 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**

GAA shall protect the privacy of individuals involved in a report of sexual misconduct to the extent required by law and GAA 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. Disclosure may be made only on a need-to-know basis.

#### **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. The Citizenship policies provide guidelines and parameters for consequences for violating this policy.

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 one's self as another person on any computer or phone communication system.

#### **OTHER**

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

### **ATTENDANCE POLICY**

The faculty of Glendale Adventist Academy believes that optimum learning results from 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 pre-arranged through the Registrar's Office **one week in advance in writing** (stating the reason and dates to be missed). Appointments to doctor's offices can be excused if a doctor's note is submitted. **See Item #2.**
2. **20% POLICY:** Students must be in class a minimum of 80% of class time. **A student who is absent (excused or unexcused) for any reason 20% or more** (9 absences per semester, for example) **will lose semester grade and credit in that class.** All absences are included except school-sponsored activities or an extended illness (3 or more consecutive days) with a doctor's note.
3. **ABSENT OR TARDY:** Excuses are accepted for the **current and last week only.** A parent/guardian must **call/email** 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. Acceptance of late homework is at the discretion of each teacher. Check each 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 due to a medical reason (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/or 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 must notify the school office to contact a parent if a student is too ill to continue at school.
7. **DAILY PERIOD ABSENCE: IT IS THE STUDENT'S RESPONSIBILITY** to check Family Portal for posted absences and tardies. In the event of an error, the student must see the teacher for correction and submit the teacher's signed excuse to the Registrar's Office. RenWeb generates a daily attendance history mailed to the student's school email address if there are any AU (absence unexcused) or TU (tardy unexcused) during the day.

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 abs (98-100%) | D = 9-10 unex period abs (90-91%) |
| B = 3-5 unex period abs (95-97%)           | F = 11+ unex period abs (0-89%)   |
| C = 6-8 unex period abs (92-94%)           |                                   |
9. **ATTENDANCE PROBATION:** Students with a quarter attendance grade of “D” or below are placed on probation. If a student continues on probation for subsequent quarters, the student may be restricted from co-curricular classes/activities or asked to withdraw from school.

## **Student Image & Dress Policy**

Glendale Adventist Academy’s student image and dress policy seeks to instill in students a sense of order and respect for him/herself, fellow students, and faculty. How a student dresses tells others how they feel about themselves and the school. The principles which guide the dress policy are standards of excellence that encourage *modesty, simplicity, cleanliness, safety, and health*. The school’s dress code clearly says to students that “What you do here matters. It matters to God, to your family, and to your teachers.”

The policy seeks to encourage modesty and appropriateness in attire. Therefore, all students must wear clothing representative of the school’s commitment to excellence selected from the approved wardrobe, which is affordable and attractive.

The GAA motto, “Where Only the Best is Good Enough,” should be evident to the community and to all who come into contact with our school. Each student’s personal attitude, conduct, and their image should further this goal.

### **School Approved Wardrobe**

Khaki or navy (Gabardine) box-pleated skirt, knee-length

Khaki or navy twill walking shorts, 4 fingers above the knee; girls' shorts are cuffed

Khaki or navy twill pants

White, forest green, burgundy, and navy polo shirts with the GAA logo

GAA Sweatshirt/sweater with GAA logo or name (class sweatshirt, sports team sweatshirt, etc.)

Solid colored jacket in white, forest green, burgundy, and navy

GAA-approved letterman jackets

No Jewelry

**\*\*Please note that “joggers,” sweat pants, cargo pants, and capris are not part of the approved GAA uniform.**

The GAA school uniform is available from Skobel’s School Uniforms. Please check with Skobel’s for approved clothing color and style (<https://skobels.com>).

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

1. Green mesh shorts
2. Ash GAA T-shirts
3. 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.

**SPIRIT/FREE DRESS DAYS:** On free dress days or other school-sponsored events, students are expected to dress in harmony with the school’s image and dress policy. Throughout the year, certain days are declared special “Spirit Dress” days. These are 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, no jewelry, etc. Skirts and walking shorts must be *modest* in

length. On Spirit Dress days, if not participating in the “theme of the day,” students must dress in full uniform. (see above)

**Dress for Extracurricular Activities:** Students should harmonize with the school’s image and dress policy at all extracurricular and after-school events (banquets, trips, programs, athletic games, vespers, etc.) and in the classroom. Any variation from approved school attire for special events will be approved by Administration and announced.

**Beach Activities Dress Code:** For school-sponsored beach activities (SA Beach Picnic, Class beach vespers/socials, Senior Hawaii Trip, etc.), the dress code policy of “modesty, simplicity” applies and is the underlying principle for all Beach activities. Students may wear non-see-through swimsuits/clothing with full coverage of private parts (breasts and chest area for girls as well as buttocks for all students).

**Free Dress Day Guidelines:**

Students may wear:

- Jeans or slacks
- Walking shorts (mid thigh length=4 fingers above knee)
- Dresses or skirts that are to be mid thigh length (4 fingers above knee)
- Shirts or tops that are appropriate (no tank tops, shirts with open shoulders, or shirts that expose the midriff)
- Yoga pants/leggings worn with a mid-thigh length top

Students may **not** wear:

- Jewelry (including, but not limited to, rings, earrings, nose rings, necklaces, bracelets, ankle bracelets, etc.)
- Accessories affiliated with gangs
- Distressed clothing (ripped, torn, tattered, etc.) that shows skin
- Pants that do not fit properly (too baggy or too tight)
- Shirts that reveal stomachs, belly buttons, or shoulders
- Skirts or shorts that are inappropriately short
- Shirts or pants with inappropriate writing or pictures
- Flip-flops, slippers, crocs, open-toed shoes, or footwear with no backs
- Pajamas of any kind
- Lounge-wear, including sweat pants, basketball shorts or jerseys, sport shorts

**Answers to Common Questions**

- Students must be wearing one of the school-approved polo shirts even if they are wearing a sweatshirt, sweater, or jacket over it. All outerwear worn must be school-approved (with the school logo or name).
- Shoes must be worn at all times, and laces should be tied. Flip-flops or slippers are not acceptable. Shoes must have a back strap and closed toes.
- School attire should be of the appropriate size and length. Baggy pants, pants that are too long, or oversized clothing are unacceptable. Clothing that is excessively tight or short is unacceptable. Shorts and skirts should be mid-thigh length when standing. Shorts and skirts should not be rolled up at the waist. Clothing should never have holes, inappropriate writing or pictures.
- Hats, hoodies, caps, sun visors, hair nets, or other types of head covering are unacceptable school attire and must be removed when entering a school building. (Hair nets for cafeteria workers are appropriate while at work)
- Light make-up may be worn. Extremes in make-up or nail polish are not acceptable.
- Sunglasses should not be worn inside school buildings.
- Jewelry, including, but not limited to, rings, earrings, nose rings, necklaces, bracelets, ankle bracelets, etc.
- Hair bands must be in the hair or put away. Students wearing hair bands or rubber bands on their wrists will be asked to put them away.
- Accessories, such as belts/belt buckles, bandanas, purses, backpacks, insignias, etc., referencing inappropriate entertainment or gang affiliation are not acceptable.

- Attire that is worn altered in such a way to identify with inappropriate entertainment or gang affiliation is not allowed. This includes, but is not limited to, sagging pants, hanging belts, suspenders off the shoulders, etc.
- Students are never to wear basketball shorts, sweat pants, or pajamas unless it is specifically required for a special dress day. Students may wear jeans and a shirt on the last Friday of every month. Shirts must not have inappropriate writing or pictures and must cover the shoulders and midriff.
- Students are required to wear the physical education uniform during P.E. classes.
- Students who remain on campus after their last class must remain in uniform until 4:35.

**Hairstyles:** GAA recognizes that hairstyles vary greatly from culture to culture, and in an effort to be sensitive to every culture and to ensure the safety of all students, modest hairstyles are required.

- Students are expected to keep their hair neat, combed, and out of their faces.
- Extreme hairstyles that attract undue attention or produce an artificial appearance are unacceptable.
- Heads that are completely shaved or have shaved designs are not acceptable.

**Enforcement:** Students who fail to comply with the student image and dress code policy may be removed from the classroom until their parent/guardian can provide them with acceptable clothing. Absences will be inexcusable. Students will receive a citation (1 demerit). Students with multiple violations of dress code may be written a documentation (2 demerits) for insubordination. Inappropriate items of clothing, jewelry, hats, etc., will be confiscated. Confiscated items will be held for the remainder of the school year unless picked up by a parent. The school assumes no responsibility for confiscated items that might be lost, stolen, or damaged.

## **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, the 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:** Students agree to abide by the rules stated in the Glendale Adventist Academy Code of Conduct for School Internet Usage. Students understand 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. Students further understand that any violation of the rules and regulations stated in the Code of Conduct for School Internet Usage may result in the loss of school Internet/Network privileges and additional disciplinary action by the school. Students understand that the school reserves the right to modify/update the Code of Conduct for School Internet Usage guidelines at any time and agree to abide by any posted updates.

**PARENT/GUARDIAN:** The parent agrees to uphold the rules and regulations as stated in the Glendale Adventist Academy Code of Conduct for School Internet Usage. The 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. The parent further understands that violating the regulations listed will result in disciplinary action for the student.

## **Student Lifestyle Commitment**

### **MISSION STATEMENT**

Glendale Adventist Academy exists to instill in each student a love of God, develop an understanding of Seventh-day Adventist beliefs, and provide opportunities for spiritual, intellectual, physical, and social growth.

The curriculum maintains a rigorous program of college preparatory courses, religious education, community outreach, art, music, athletics, and enrichment opportunities that promote a lifelong 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 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, the 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 students 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 in keeping the Glendale Adventist Academy Lifestyle Commitment Pledge.

## Activities Eligibility

These guidelines are meant to assist students in meeting eligibility for graduation (diplomas, cords, NHS, etc.).

EVENT	CLASS/SA ELIGIBILITY REQUIREMENTS
<p style="text-align: center;"><b>Class and Student Association Office</b></p> <p>NOTE: A student may hold only one office (SA/Class)</p> <p>(Eligibility prerequisites must be maintained to remain in office; refer to NHS Guidelines on the school website for NHS office eligibility prerequisites)</p>	<ul style="list-style-type: none"> <li>• <b>GPA:</b> 3.000 cumulative</li> <li>• <b>Grades:</b> no F or Incomplete grades in the two quarters/one semester before running (and for all quarters/semesters while in office).</li> <li>• <b>Attendance:</b> B or above for the last two quarters/one semester before running (and for all quarters/semesters while in office).</li> <li>• <b>Citizenship:</b> A for the two quarters/one semester before running (and for all quarters/semesters while in office).</li> <li>• <b>Probation:</b> on no probation for academics, attendance, discipline, etc.</li> <li>• <b>CS:</b> all community service hours completed up through the current school year (for Spring elections; all past CS hours completed for Fall elections).</li> </ul>

EVENT	SENIOR ELIGIBILITY REQUIREMENTS
<p style="text-align: center;"><b>Jr/Sr Game</b></p> <p style="text-align: center;"><b>Deadline:</b></p> <p style="text-align: center;"><b>Friday before activity</b></p>	<ul style="list-style-type: none"> <li>• <b>Credits:</b> Completed <b>180 units</b> of credits successfully.</li> <li>• <b>No Academic, Attendance, or Citizenship Probation.</b></li> <li>• <b>No detention hours.</b></li> <li>• <b>Community Service:</b> All hours due for Grades 9-11 submitted.</li> </ul>
<p style="text-align: center;"><b>Senior Trip</b></p> <p style="text-align: center;"><b>Deadline:</b></p> <p style="text-align: center;"><b>February 15</b></p>	<ul style="list-style-type: none"> <li>• <b>Credits:</b> Completed <b>210 units</b> of credits successfully.</li> <li>• <b>No detention hours/fees owed.</b></li> <li>• <b>Community Service:</b> Hours for grades 9-11 completed; minimum of 20 submitted for grade 12.</li> <li>• <b>Independent Study Courses:</b> 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.</li> <li>• <b>Financial Clearance</b> from the Business Office.</li> </ul>
<p style="text-align: center;"><b>Independent Study Course Completion</b></p> <p style="text-align: center;"><b>Deadline:</b></p> <p style="text-align: center;"><b>April 20</b></p>	<ul style="list-style-type: none"> <li>• <b>Independent Study (IS) Courses:</b> All courses to be placed on the transcript must be completed, regardless of graduation/diploma requirement. Processing time must be allowed for the IS school to mail the final transcript to GAA by May 14. If enrollment is still active, the course must be completed; otherwise, students must officially withdraw from the course with IS school.</li> <li>• <b>Completed = all lessons, evaluations, projects, and exams must be submitted to Independent Study School.</b></li> </ul>
<p style="text-align: center;"><b>Senior Review</b></p> <p style="text-align: center;"><b>Deadline: May 15</b></p> <p style="text-align: center;"><b>Jr/Sr Ditch Day</b></p> <p style="text-align: center;"><b>Deadline: 2 Fridays prior</b></p>	<ul style="list-style-type: none"> <li>• <b>Credits:</b> Passing all graduation/diploma requirements (min. 240).</li> <li>• <b>Classes:</b> passed all Q3 classes; passing all Q4 classes</li> <li>• <b>No detention hours.</b></li> <li>• <b>Community Service:</b> 25 hours for the current year submitted.</li> <li>• <b>NHS:</b> 15 community service hours for the current semester completed.</li> <li>• <b>Independent Study Courses:</b> Final transcript in the Registrar’s Office.</li> <li>• <b>Financial Clearance from the Business Office.</b></li> </ul>
<p style="text-align: center;"><b>Graduation</b></p> <p style="text-align: center;"><b>Deadline:</b></p> <p style="text-align: center;"><b>Thursday before Consecration</b></p>	<ul style="list-style-type: none"> <li>• <b>Final Financial Clearance from the Business Office:</b> Students must have a zero balance in order to participate in any of the graduation weekend events (rehearsal and programs).</li> </ul>

EVENT	JUNIOR ELIGIBILITY REQUIREMENTS
<b>Jr/Sr Game</b> <b>Deadline:</b> <b>Friday before activity</b>	<ul style="list-style-type: none"> <li>● <b>Credits:</b> Completed <b>120 units</b> of credits successfully.</li> <li>● <b>No Academic, Attendance, or Citizenship Probation.</b></li> <li>● <b>No detention hours / fees owed.</b></li> <li>● <b>Community Service:</b> All hours due for Grades 9-10 submitted.</li> </ul>
<b>Camping Trip</b> <b>Deadline:</b> <b>Friday before activity</b>	<ul style="list-style-type: none"> <li>● <b>Credits:</b> Completed 120 units of credits successfully.</li> <li>● <b>No detention hours.</b></li> <li>● <b>Community Service:</b> all hours for grades 9-10 completed and submitted.</li> <li>● <b>Financial Clearance from the Business Office.</b></li> </ul>
<b>Jr/Sr Ditch Day</b> <b>Deadline:</b> <b>2 Fridays prior</b>	<ul style="list-style-type: none"> <li>● <b>Credits:</b> Completed <b>120+ units</b> of credits successfully.</li> <li>● <b>Classes:</b> passed all Q3 classes; passing all Q4 classes</li> <li>● <b>No detention hours.</b></li> <li>● <b>Community Service:</b> 25 hours for the current year submitted.</li> <li>● <b>Independent Study Courses:</b> Half (1/2) of the required coursework for EACH course enrolled must be submitted and graded by IS school; verified by Registrar.</li> <li>● <b>Financial Clearance from the Business Office.</b></li> </ul>

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.