

LOMA LINDA ACADEMY

High School (9 - 12) Division

2013 - 2014

A SEVENTH-DAY ADVENTIST SCHOOL K - 12

10656 Anderson Street Loma Linda, California 92354
(909) 796-0161, Extension 3318

Accredited with
General Conference of Seventh-day Adventists Board of Regents
and
Western Association of Schools and Colleges

Douglas Herrmann
Headmaster

Robert Skoretz
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Business Administrator

Mark Holm
High School Vice Principal

Jason Calvert
K - 12 Campus Pastor

Lynne Hattendorf
Counselor

Patty Day
Registrar

This Handbook Belongs To:	
Name _____	Phone _____
Address _____	
Grade _____	Homeroom _____
In Case of Emergency Notify:	
Name _____	Phone _____
Address _____	
Physician _____	Phone _____

**LLA High School Handbook
2013-2014
General Section**

VISION, MISSION & MOTTO STATEMENTS

VISION - Loma Linda Academy nurtures a community of capable and responsible students, staff, and parents who love God supremely, and live a balanced spiritual, mental, physical, and social life, which allows them to serve God and humanity with passion and excellence.

MISSION - The mission of Loma Linda Academy is to prepare students for eternity through Revelation, Restoration, and Redemption which lead to an eternal Relationship with Jesus Christ.

MOTTO - Eternal Principles...Intelligent Choices (EPIC)

Loma Linda Academy exists to provide a Christ-centered environment where students and staff are challenged to:

- love and serve their Creator Redeemer
- value themselves and others
- respect diversity
- think critically
- take responsibility for their choices

In a cooperative atmosphere with supporting families and churches and the resources of a growing and culturally varied community, Loma Linda Academy promotes academic excellence, fosters spiritual values, cultivates social skills, and encourages development of physical talents. Our purpose is to help students make “intelligent choices guided by eternal principles”.

**EXPECTED SCHOOL-WIDE LEARNING RESULTS
(ESLRs)**

“And Jesus grew in wisdom and stature and in favor with God and men.”
Luke 2:52

When I graduate from Loma Linda Academy, I will have grown:

Spiritually

Accepting Jesus Christ personally and growing through His word
Showing commitment to the Church

Intellectually

Demonstrating thinking skills, study skills, communication skills, and life skills necessary to succeed in college and a career
Appreciating beauty wherever it may be found

Physically

Living a healthy, balanced lifestyle
Developing a program of life-long fitness

Socially

Maintaining healthy, interpersonal relationships
Displaying responsible citizenship with a desire to serve others

GOALS AND OBJECTIVES

VITALIZED CHRISTIANITY GOAL -

For administrators, staff and students to view God as the most awesome, wonderful person in their lives; then to create an environment where the joy of this relationship is shared on campus and radiated to the larger community, resulting in nonbelievers being attracted to this commitment.

CURRICULAR GOAL -

To emphasize critical thinking skills throughout the curriculum K-12.

To establish a curriculum which addresses the needs of students.

PARENT, CONSTITUENT AND SCHOOL INVOLVEMENT -

To create a community of parents and church constituents who work together for the greater good of Loma Linda Academy and the success of its individual students.

STUDENT COMMUNITY -

To develop a student life program that holds each student's personal commitment with the highest regard. This program encourages respect for self and the rights of others with attention to the appreciation of the diversity of student experience.

STAFF DEVELOPMENT GOALS -

- To create an environment where staff are valued as persons, employees, and teachers, while contributing to a cooperative service team
- To encourage staff to share their personal faith with students and each other and help each student develop a positive self image
- To provide the necessary time and resources for staff members to continue to develop their individual areas of expertise.

ENROLLMENT GOAL -

To adopt a growth-rate philosophy and guidelines for Loma Linda Academy to facilitate physical plant and financial planning.

FACILITIES GOAL -

To have excellent facilities in a park-like campus with spacious housing for a broad spectrum of school and community activities.

FINANCIAL GOAL -

To make the benefits of SDA Christian education available to all qualified SDA students while ensuring the financial integrity of the school.

GENERAL INFORMATION

INTRODUCTION

History and Location

Loma Linda Academy is a Seventh-day Adventist school consisting of three schools: elementary (K-6), junior high (7-8), and high school (9-12). It is located on a 40-acre plot adjacent to Loma Linda University in Loma Linda California. Loma Linda is situated between San Bernardino and Redlands off Interstate Highway 10.

Loma Linda Academy was established in 1906 to provide elementary and secondary education for Adventist youth in the Inland Empire. Since its foundation, the academy has maintained a high degree of excellence in its scholastic pursuits as is evidenced by the success of its graduates.

Because Loma Linda Academy serves mainly youth from a university community, college preparatory programs have been stressed although excellent courses in practical arts are also available.

ORGANIZATION & GOVERNMENT

Board of Directors

Loma Linda Academy is governed by a Board of Directors whose members are appointed by fourteen Seventh-day Adventist churches in the Loma Linda Area which give financial support to the school. They include the following:

All Nations African
Azure Hills
Campus Hill
Celebration Center
Colton Indonesian
Del Rosa
Inland Empire Filipino
Loma Linda Chinese
Loma Linda Filipino
Loma Linda Indonesian
Loma Linda Korean
Loma Linda Spanish
Loma Linda University
Southern Asia
Valley Fellowship
Victoria
Waterman Visayan Filipino

The board chairperson and vice-chairperson are elected by the board from among these board members.

Meetings

Board meetings, are generally held the fourth Tuesday of each month, September through May, in the High School Library at 6:30 p.m. Meetings are open to all members of the constituent churches except when in executive session. Any constituent member may, in advance, suggest items for the agenda and be present when these are discussed.

Administrative Council

The Administrative Council is comprised of the following members and meets weekly to oversee and coordinate the long-term and day-to-day operation of the entire school:

Chief Administrative Officer
Business Administrator
Elementary Principal
Elementary Vice-Principal
Junior High Principal
Junior High Vice-Principal
High School Principal
High School Vice-Principal
Plant Services Director
Director of Advancement
Teacher Representative

HIGH SCHOOL GENERAL REGULATIONS

INTRODUCTION

Loma Linda Academy strives to create a climate where students, parents, and faculty can grow spiritually, mentally, socially, and physically. The school's programs and policies are designed to ensure a positive learning environment. We can best achieve our climate of growth by working together as a community of faith and learning.

ACADEMIC INTEGRITY POLICY

Principles of the Loma Linda Academy Community With Regard to Academic Performance¹

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

Honesty

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

Integrity

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

Respect

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

Responsibility

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

Honor Code

Because Loma Linda Academy emphasizes eternal principles and intelligent choices and our Expected School Wide Learning Results value all aspects of development of each member of this learning community, each member will pursue high standards of ethical behavior as well as scholarship. Students and faculty of Loma Linda Academy pledge to uphold academic honesty and integrity for the purpose of creating trust, respect and growth in our commitment to God in all our academic endeavors.

Academic Integrity Guidelines²

Plagiarism and cheating in any form, whether intentional or unintentional, are unacceptable at Loma Linda Academy.

Definitions:

Academic Integrity is a commitment to the values of honesty, trust, fairness, respect, and responsibility in the academic process.

Academic Misconduct includes but is not limited to cheating, plagiarism, falsification, multiple submission, complicity or interference.

- Cheating – Giving or receiving unauthorized assistance (e.g. copying, using crib sheets, stealing exams, using electronic aids/devices, Internet sources, using aids like Cliff's Notes instead of reading the original work) in any academic work or examination. Using or attempting to use any unauthorized materials, information in an examination or academic work.
- Plagiarism – Representing the ideas or language of others as one's own.
 - Using text from another source (e.g. web sites, books, journals, newspapers, etc.) without documenting the source
 - Using a direct quotation from a text without quotation marks, even if the source has been cited correctly
 - Paraphrasing or summarizing the ideas or text of another work without documenting the source

¹<http://radnorsd.schoolwires.com>

²Council Rock High School May 31, 2006 webpage, www.crsd.org

- Substituting a word or phrase for the original while maintaining the original sentence structure
- Citing sources incompletely with intention to deceive
- Using graphics, visual imagery, video or audio without permission of the author of material or acknowledgement of the source
- Translating text from one language to another without citing the original work
- Obtaining packaged information (e.g. foreign language translation or a completed paper from an on-line source) and submitting it as one's own work without acknowledging the source
- Falsification – Falsifying or inventing any information, data or citation in any academic work.
- Multiple Submission – Submitting substantial portions of any academic exercise more than once without prior authorization and approval of the teacher.
- Complicity – Facilitating any of the above actions or performing work that another student presents as his or her own (e.g. copying someone's homework or allowing someone to copy homework both electronically or in person).
- Interference – Interfering with the ability of a fellow student to perform his or her assignments (e.g. stealing notes or tearing pages out of books).

Teacher Responsibilities for Avoiding Academic Misconduct

- To create a learning environment that supports academic integrity.
- To educate and hold students accountable for complying with the Academic Integrity Guidelines.

Student Responsibilities for Avoiding Academic Misconduct:

- To read, understand, and follow the Academic Integrity Guidelines.
- To authenticate any assignment

submitted to a teacher. Students must be able to produce proof that the submitted assignment is actually their own work. Authentication of an assignment may include:

- Keeping copies of all drafts of work
- Keeping photocopies of research materials (including downloads from the internet)
- Keeping notes, note cards, source cards
- Keeping logs of work on assignments and papers
- Saving drafts or versions of assignments electronically under individual file names

The inability to authenticate work is sufficient grounds for a charge of plagiarism.

To include proper documentation by including one or more of the following:

- Following the school approved documentation format per teacher discretion.
- Submitting an “acknowledgement page” (when applicable) to credit help given by others (e.g. help that has been approved by the teacher giving the assignment).
- Using Works Cited and/or Works Consulted pages accurately and appropriately.
- Submitting only his/her own work.

Academic Misconduct Consequences³ -

Students who cheat at Loma Linda Academy will be subject to the following three-step consequences:

First Incident

- Zero grade on submitted work
- Notification of Administration
- Notification of parent/guardian
- Demerits assigned to Citizenship grade [see Citizenship Policy]
- Written contract signed in which the student commits to ethical practices and is informed of further consequences (which may include loss of class or SA office, NHS membership, etc.).

³Sacramento Adventist Academy, Student Handbook, pg. 55, 56

Second Incident

- Zero grade on submitted work
- Notification of parent/guardian, and Administration
- Conference with Vice Principal, teacher, and parent/guardian
- Demerits assigned to Citizenship grade [see Citizenship Policy]
- Two-day school suspension

Third Incident

- Zero grade on submitted work
- Semester failure in class in which cheating occurs
- Demerits assigned to Citizenship grade [see Citizenship Policy]
- Three-day suspension
- Referral to Student Life Committee, which may levy additional action, including recommendation of expulsion

Note: This 3-step sequence applies to the cumulative time in classes at LLA. (Example: A student might be cited for academic misconduct in freshmen Bible, Algebra II, and then senior English. The class affected by the third incident would earn a semester failure).

ASSEMBLY/WORSHIP

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

ATTENDANCE AND ATTENDANCE GRADE

Success in school is often related to a student's attendance. Loma Linda Academy strongly urges students to develop lifelong habits of prompt and consistent attendance to class and extra-curricular responsibilities. Our community of parents,

faculty, and administrators are all needed to help our students achieve good attendance habits each year. A student attendance will be tracked by Administration through the following scale:

Attendance Grade per Semester:

- A = 0 Unexcused Absences
- B = 1 Unexcused Absences
- C = 2 Unexcused Absences
- D = 3 Unexcused Absences
- F = 4 or More Unexcused Absences

Students are expected to know and abide by the attendance policy. Students must take responsibility for knowing and handling their own attendance records and grade for each quarter. **If a student or parent does not excuse absences by the end of a grading quarter, the attendance grade will not be changed.** Attendance grades will be reported quarterly on student report cards. Attendance grades will not be factored into the over-all GPA of students or recorded on transcripts.

Parents are urged to know and understand the attendance policy. Parents are expected to help their student comply with the attendance policy and develop good attendance habits. Parents ought to stay fully aware of their student's current attendance record and their attendance grade.

Teachers will take record daily. Teachers are urged to model good class time management and to design class incentives for good attendance. Teachers are expected to notify administration when they become aware of a student demonstrating a pattern of poor attendance.

Administrators will keep accurate and current records of student attendance and attendance grades. Administrators will regularly communicate attendance records to students and parents through daily automated phone messages, quarterly attendance grades and letters sent home when a student reaches 5, 10 or 12 absences in a class. Administrators will consistently enforce the attendance policy.

Tardies – A teacher may mark a student “tardy” if he/she is not present at the bell to start class.

- The student is responsible for informing the teacher of his/her presence upon arrival to class.
- The student is responsible for excusing his/her tardy by filling out a pass and getting it signed by a teacher or an office worker.
- Teachers may create a grade-based incentive to encourage prompt attendance.

Absences – A teacher will mark a student “absent” if he/she is not present for class.

- A teacher may mark a student absent if he/she is not present 10 minutes after the bell to start class.
- A student who is more than 10 minutes late to class must still attend class or be marked Truant.
- The student is responsible for excusing his/her absence by filling out the “Attendance Excuse Form” available on the school website and at the High School office.
 - “The Attendance Excuse Form” must be completed and turned into the High School office no later than the day before the deadline to serve a scheduled detention.
 - **Failure to excuse absences by the end of the quarter will result in the students attendance grade being lowered without the possibility of changing the grade.**
- Absences that may be excused are: a court appearance, the death of a relative or significant other, illness/medical with a doctor’s note, pre-arranged absences, and school-required activities.
- Each unexcused absence will earn:
 - 30-minute detention
 - \$5 fine
 - 1-2 demerits on Citizenship grade
 - Lowering of Attendance grade
- If absences are not excused by the end of the semester the student will not be allowed to take final exams until they pay a \$10 fine per unexcused absence.

Truancies – A “truant” may be given for:

- skipping class
- being in the school parking lot without a pass
- leaving campus without permission and/or without signing out at the High School Office
- loitering on campus without a pass
- leaving class without the teacher’s permission
- A truant may not be excused by anyone other than the teacher who gave it or by an administrator
- The student will receive 4 demerits on Citizenship grade and the Attendance grade will reflect the Truancy

Pre-Arranged Absences – Any “pre-arranged absence” for more than three days must be submitted to the High School Administration at least one week in advance.

- A “Pre-arranged Absence Request Form” must be obtained from an administrator at the High School office.
- Students must get teacher signatures for each of their classes prior to submitting the form to the office.
- Approved pre-arranged absences will be excused. The length and type of makeup work for the pre-arranged absences will be at the discretion of the teacher and dependant upon the time, distance, and purpose of the absence.
- Unapproved pre-arranged absences will not be excused and the student will not be assigned makeup work.

Detention – The student is responsible for noting when he/she is assigned a detention.

- The student must either excuse the absence or serve the detention by the deadline posted in the High School office.
- Detention will be held from 12:05 p.m. – 12:35 p.m. on Monday, Wednesday, and Thursday in the High School office.
- A \$5 detention fee must be presented in the High School office at the time of the detention.
- A student who fails to excuse an absence or serve the detention by the deadline listed will have his/her parents

notified and will be assigned a 1 hour Sunday detention and a \$10 fine per unexcused absence or unserved detention.

- Failure to take care of attendance issues will result in a student/parent/administrator meeting for the purpose of finding an effective solution to the student's attendance problem.

Consequences of Poor Attendance

- A student will not be eligible for any elected office if he/she earns any unexcused absences or 15 tardies in the semester prior to election.
- If a student accumulates more than 12 absences in a class, he/she will forfeit credit for that class.
- Parents will be notified by letter throughout the semester if their student reaches 5, 10, and 12 absences in a class. Parents should contact the High School office as soon as they receive this letter to resolve unexcused absences.
 - It is important that parents/guardians keep informed of their students' attendance on line at the PowerSchool website.
 - In the case of special circumstances, the student may petition to receive credit if they have 12 or more absences in a class.
- If a student is absent or truant multiple times, he/she may be asked to drop classes or withdraw from school. Should a student wish to return to school after being asked to withdraw for attendance, he/she must meet with the Admissions Committee to determine eligibility. Readmission to Loma Linda Academy would involve probation and an attendance contract.

CITIZENSHIP POLICY AND CITIZENSHIP GRADE⁴

Introductory Statement

In an effort to maintain clarity of standards and a commitment to the eternal principles in Christian values, this citizenship policy is hereby established. The goal of this policy is to reward the positive choices of Loma Linda Academy students who make a commitment to maintain high standards of conduct in their personal and academic lives. This policy is also intended to guide students to make intelligent choices and to correct behavior that is not in harmony with the standards of the Loma Linda Academy community.

Preamble

Students are expected to conduct themselves in a manner consistent with Christian living. Courtesy, honesty, and integrity are the fundamental qualities necessary for creating a positive learning environment.

Policy

In order to provide clear rules and guidelines for student conduct and expectations for consistent and timely discipline, Loma Linda Academy has established these standards:

- Dress Code violation = 1-2 demerits (per occurrence)
- Electronic Device violation = 1-4 demerits (based on reoccurrence of violation)
- Unauthorized access to school property (climbing fences, propping gates or doors) = 1- 2 demerits
- Inappropriate Public Display of Affection = 1-2 demerits
- Talking back to a teacher or refusing a reasonable direct request = 2- 4 demerits
- Willful disobedience of the Lifestyle commitment/Student handbook policies = 2- 4 demerits
- Use of profanity or vulgarity = 2-4 demerits

- Verbal disrespect or ill-treatment of a teacher or another student = 2-4 demerits
- Truancy or “ditching” a class (or portion thereof) = 2-4 demerits
- Cheating or plagiarism = 6+ demerits and consequences from Academic Integrity Guidelines. Other occurrences = 12 demerits per incidence and consequences from Guidelines
- Destruction of property/vandalism = 4-8 demerits and pay for damage.
- Fighting = 12 demerits and suspension
- Rough play, play fighting, etc. = 6-12 demerits
- Threatening, bullying, or harassing a student or teacher = 12 demerits
- Leaving Campus without permission = 6- 12 demerits
- Questions concerning substance abuse (see Substance Abuse Policy)
- Suspicion of violence, weapons, or threats equals immediate suspension with review by the Student Life Committee

Special Note:

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

Citizenship Grading Policy - A citizenship grade will be recorded each grading period, at the quarter and the semester based on the following scale:

- A = 0-2 Demerits
- B = 3-7 Demerits
- C = 8-11 Demerits
- D = 12-15 Demerits
- F = 16 + Demerits

The Citizenship grade will appear on LLA report cards and will not be factored in to the GPA of the students. The Citizenship Grade will not be recorded on transcripts.

The Citizenship grade reflects the good conduct and positive contribution of student/citizens at Loma

Linda Academy. Poor performance in Citizenship may result in loss of privileges, such as off campus school activities (e.g. campouts, class trips, etc.) Also, poor Citizenship grades will make students ineligible to run for elected offices or jeopardize the status of an officer. Finally, students with unsatisfactory Citizenship grades may be denied recommendations from faculty and staff to colleges and universities.

CLASS ORGANIZATION

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

Freshmen Class - All first-year students are eligible to participate in freshmen class meetings and activities.

Sophomore Class - All second-year students are eligible to participate in sophomore class meetings and activities.

Junior Class - All third-year students and second-year, second-semester-accelerating students are eligible to participate in junior class meetings and activities. Junior class officers are elected in the spring of their sophomore year.

Senior Class - All fourth-year students and acceleration students who will have at least 180 units of credit during the current year are eligible to participate in senior class meetings and activities. Senior class officers are elected in the spring of their junior year.

COMMUNICATION

Communication at Loma Linda Academy is a powerful tool that can be used for building each other up or for distracting and tearing each other down. All forms of communication at our school between every part of our community ought to be constructive, honest, decent, and non-disruptive to growth and learning.

Cell Phones - Cell phones are allowed at school, but they are to be silenced, out of sight, and not used during class, assembly, or chapel. Students are not to receive or make calls or text

messages during class or assembly or chapel without permission from a teacher. Content of conversation, text messages, and phone pictures are expected to demonstrate a positive purpose and meet the basic Christian principles of decency.

Consequences for cell phone violations

First violation: Teacher may take possession of the cell phone. The violation will be recorded and an administrator will return the phone in the High School office. 1-2 demerits may be given on Citizenship grade.

Second violation: Teacher may take possession of the cell phone. The violation will be recorded and an administrator will inform the student's parents. The student will pay a \$10 fine to get the phone back. 1-4 demerits will be recorded on Citizenship grade.

Further violations may result in the student losing cell phone privileges at school, a behavioral contract will be made for continued attendance at Loma Linda Academy and demerits assigned to citizenship grade as deemed appropriate by Administration.

E-mail - All digital communication on and off campus, including pictures and graphics, made from classroom computers, personal computers and smart-phones must demonstrate a positive purpose and basic Christian principles of decency. Should it come to the attention of the school that a student has been digitally communicating inappropriate content on or off campus, the student will be subject to disciplinary action including but not limited to a meeting with an administrator and parental notification. Every student at LLA signs a Lifestyle Commitment to live in harmony with Christian moral principles both on and off campus.

Telephone - The classroom and office phones are for teacher use and are to be used by students only in emergencies. Each teacher has an extension with a voice mail-box so a student or parent can leave messages without interrupting a class. The telephone directory lists teacher extensions and extra copies of the directory are available at any school office and on the school website.

Other-All other forms of communication, nonverbal, oral, or written, must demonstrate a positive purpose and basic Christian principles of decency. Should it come to the attention of the

school that a student has been communicating inappropriate content on or off campus, the student will be subject to disciplinary action including but not limited to a meeting with an administrator and parental notification. Every student at LLA signs a Lifestyle Commitment to live in harmony with Christian moral principles both on and off campus.

COUNSELING

The school counselor is available for consultation and counseling if a student has academic, behavioral, or emotional problems. Parents or teachers should work through the principal if a referral is desired.

DISASTER PREPAREDNESS

Loma Linda Academy has a Disaster Protocol Manual, covering among other disasters, fire and earthquake evacuation procedures. Campus wide drills are held regularly. Two steel bunkers house the main emergency equipment: a generator, first-aid supplies, blankets, food and water. Limited emergency supplies are stored at strategic locations (Elementary, Junior High, and High School).

DRESS CODE POLICY

Loma Linda Academy's K-12 Dress Code Policy reflects a commitment to excellence and requires a school uniform for all grade levels. Students are encouraged to look their best at all times and avoid conflict with the school over issues of dress. Parents are urged to support the school policy by being actively involved in their student's clothing and accessories decisions.

Uniforms - True Grits is the one company of approved clothing for on-campus between the hours of 7:00 a.m. to 5:00 p.m. Uniforms should be in good condition and worn properly with appropriate accessories. Shorts and skirts must be modest while standing, sitting, or climbing stairs. It is recommended that skirts fall three or four inches below fingertips when the arms are fully extended at the sides. Sagging pants are unacceptable. Underwear should not be visible under clothing. Any visible layers should be in school uniform colors.

Outerwear - True Grits outerwear and school-approved outerwear such as varsity and

class jackets/sweatshirts are the only approved outerwear. If necessary, layering is permitted in cold weather; however, a uniform shirt must always be worn appropriately in addition to the approved outerwear. Any visible layers should be in school uniform colors. Women are permitted to wear appropriate/modest leggings in school colors. Parents are urged to assist their student in coming to school prepared for cold weather.

Jewelry - Pierced body jewelry is not allowed for men. Pierced body jewelry beyond the ear is not allowed for women. Women's earrings are to be conservative in size and number. The jewelry policy is in effect at all school-sponsored events on and off campus.

Additional expectations - All accessories and clothes worn for school events outside of uniform hours should reflect Christian values and be appropriate and modest. Logos, graphics, or words that depict violence, drugs, illicit substances, alcoholic beverages, and sexually suggestive topics are not allowed. Anything that is in any way offensive should not be associated with LLA students.

Consequences for dress code violations – (per semester)

First violation: The student will be warned and must make the needed change in attire to be allowed back in the classroom. The violation will be recorded. The student will receive 1-2 demerits on Citizenship grade and will be sent a Uniform Notice referral and a copy will be sent home.

Second violation: The student will be warned with a Uniform Notice referral. The student must make the needed change in attire to be allowed back into the classroom. The violation will be recorded, 2 demerits on Citizenship grade. The Uniform Notice will be sent home.

Third Violation: The student will not be allowed to return to class until a parent/family member brings uniform item to the High School office. The third violation will be recorded; the student will receive a Uniform Notice referral and assigned a Detention and a \$5 fine. 2 demerits will be given on Citizenship grade. Further violations may result in detentions, fines and possible suspension, a parent meeting, and a behavioral contract for continued attendance at Loma Linda Academy.

Note: The High School Office will not provide uniform articles for students to be in compliance with the dress code.

ELECTRONIC EQUIPMENT

Electronic equipment is usually expensive and easily broken. Any electronic item brought on campus is the sole responsibility of the student who brought the item. Loma Linda Academy cannot assume responsibility for items that are stolen, lost, or broken. We recommend that only items essential to education be brought on campus. These items ought to be kept on the student at all times and not left in a backpack unattended.

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

GRADUATION

Graduation activities for the 12th grade are planned and conducted by the administration of Loma Linda Academy. Student participation in graduation activities is a privilege and not a right. The administration of the school reserves the right to deny participation in graduation activities to any student who does not meet the established criteria for academic and citizenship standards. During graduation activities, any student who refuses to abide by the specific instructions/guidelines that are given by the class sponsors and/or administrators, will be denied the privilege of continued participation in remaining graduation activities.

GRIEVANCE PROCEEDURE

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

Student and Student

1. A student/student conference should be held with a teacher or administrator in order to identify the problem and isolate the facts. This first step should resolve the majority of problems.

2. A parents/students conference with a High School Administrator may be held if the concerns remain unresolved at the first meeting. A written record will be signed by all parties.
 3. Before further action is taken, a second parents/students/administrator conference should be held with the problem stated in written form by the students. Only first-hand information directly affecting the individuals concerned should be considered. A written record will be signed by all parties.
 4. Any unresolved problems should be brought to the K-12 Administrative Council. The written record should be consulted in the meeting. A written record of the decision will be provided by the Headmaster.
2. A parent conference with the administrator/principal and the Headmaster may be held if the concerns remain unresolved at the first meeting. A written record of the meeting will be signed by all parties.
 3. The third and final step for any unresolved problems would be brought to the K-12 Principal's Council. The written record should be consulted in the meeting. A written record of the decision will be provided to the parents by the Chief Administrative Officer.

Parent and Teacher

1. A parent/teacher conference should be held in order to identify the problem and isolate the facts. This first step should resolve the majority of problems. **Parents need to make appointments to meet with teachers.**
2. A parent/teacher conference with the principal may be held if the concerns remain unresolved at the first meeting. A written record will be signed by all parties.
3. Before further action is taken, a second parent/teacher/principal conference should be held with the problem area stated in written form by the principal. Only first-hand information which directly affects the individuals concerned should be considered. A written record will be signed by all parties.
4. Any unresolved problems should be brought to the K-12 Administrative Council. The written record should be consulted in the meeting. A written record of the decision will be provided by the Chief Administrative Officer.

Parent/Student and Administrator

1. A parent/administrator conference will be held in order to identify the problem and clarify the facts. This first step should resolve the majority of problems.

HARASSMENT

Loma Linda Academy is committed to providing a school environment free from any kind of harassment. If the harassment is between students, the student shall report the incident to a teacher, counselor, or High School Administration. If the harassment comes from an adult, the student should report directly to the High School Principal.

Physical-Physical harassment is initiating any unwelcome physical contact or threat of physical contact. It includes causing, attempting to cause, or threatening to cause physical injury to another person. It can also include unwanted contact of any physical nature.

Sexual-Sexual harassment is initiating unwelcome sexual advances or requests or other offensive conduct of a sexual nature. It can be spoken, written, or acted. It includes offensive pictures, graffiti, jokes, and gestures. It can also include making submission to sexual conduct a condition of academic status, progress, benefits, honors or activities. The target of the harassment and the perpetrator do not have to agree about what is happening; sexual harassment is subjective. Harassment can occur once or multiple times.

Some examples include but are not limited to the following: Touching, manipulating body parts, being forced to kiss someone, being coerced to do something sexual, making suggestive or sexual gestures, looks, comments, suggestive or sexual noises, spreading sexual rumors or making sexual propositions, pulling another student's clothes or one's own clothes off, attempted rape and rape.

Online-Harassment of any kind that takes place on any computer or phone communication

system between a Loma Linda Academy student and another student, faculty, or community member will be immediately addressed by the school.

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, 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.

Students/employees who harass others in any way are subject to discipline up to and including expulsion/termination.

HEALTH SERVICE

The Health Office serves the needs of the students by administering first aid when the need arises at school. A student who becomes ill during the day will be sent to the Health Office, and personnel will contact a parent to take the student home. Parents should not send a student to the Health Office for a problem which should be taken care of at home. The Health Office does not diagnose illness. Diagnosis is left to the student's physician.

HOME PASS

Students are encouraged to make the most of their time at Loma Linda Academy and avoid unnecessary free periods. A Home Pass is available to Seniors without a class in periods 1 or 6. Home passes must be approved and signed by a parent at the high school office. Home passes are not available for periods 2, 3, 4, Lunch, or 5. A student with a free period in 2, 3, 4 or 5 will be placed in a study hall or may work for a teacher. A student with a Home Pass is expected to behave responsibly and must not be on campus during that period or the school may revoke the Home Pass.

LEADERSHIP ELIGIBILITY

Leadership at Loma Linda Academy is a privilege earned. To be eligible for election to a Student Association office, a Class office, or a Club office, the student must have

- An A on their Citizenship grade for the semester prior to election.
- GPA of 2.500 or above with no F's in the semester prior to election.
- An A grade in Attendance for the semester prior to election.
- No more than 15 tardies in the semester prior to election.
- Student officers are expected to uphold the Academic Honor code and are expected to maintain these standards throughout the term of office. Violating the Honor code may result in forfeiting their elected office.

A student may hold only one major office (S.A. or Class) at any time. A student may hold two minor offices (clubs, musical organizations, other organizations) or one minor and one major office at the same time.

Leadership is an important responsibility. Students are expected to attend all officer meetings, fulfill their primary duties, attend all officer-planned events and assist the leadership team with other jobs that need to be done. They are to actively support and exemplify the Life Style Commitment in their personal and official behavior. A student officer is expected to maintain these basic expectations throughout the term of office or he/she may be asked to step down from office.

LEAVING CAMPUS/PARKING LOT USE

Loma Linda Academy strives to create a secure campus for the safety of our students. Students are required to stay on campus during the school day and are not permitted to leave for lunch. A student who leaves campus without permission will be given a Truant, must serve a detention, and his/her parents will be notified. A student must have a pass from the High School office to briefly visit their cars at any time during school hours. Students may not stay in the parking lot during lunch or they will be given a Truant and could receive up to 12 demerits on their Citizenship grade. In case of an emergency or an approved appointment, permission to leave campus may be

obtained at the high school office where the student must sign out. In case of an illness, a student must check out at the high school office and/or Health Office. It is critical that the High School office be aware of the location of all students.

Students with a 6th period Home Pass are expected to leave campus by the time 6th period begins. Students with a 1st period Home Pass are not be on campus until 5 minutes before their 2nd period begins.

LIBRARY CONDUCT

The Library is open Monday through Thursday from 7:30 a.m. - 4:30 p.m. and Friday 7:30 a.m. through 1:00 p.m. The library is a sacred trust. The collections are treasures that users must respect. Gentle treatment of books, magazines, computers, tapes, and other materials insures that future patrons will be able to reuse these materials. Use of the library and its materials would be consistent with Christian principles.

The library provides books, magazines, newspapers, and computers to assist students as they prepare for their classes. The library also provides materials for personal reading and enjoyment. Students may read classic hardbacks, scan current paperbacks, and study reference works. The library is not a place for long conversations or group planning sessions. Patrons are expected to maintain a quiet atmosphere to best serve all. Students who choose to work in the library during lunch or after 3:30 p.m. must also maintain the same quiet atmosphere.

Students in study hall will study or use materials for personal enrichment quietly. E-mail or net surfing, are restricted to three computers with time restrictions. Students assigned to study hall are in a class and will follow the rules for that class. Students who are sent to the library from other campus locations during school hours must present a pass from the appropriate authority.

LIFESTYLE COMMITMENT

Loma Linda Academy exists to provide a Christ-centered environment where students and staff are challenged to:

- love and serve their Creator Redeemer
- value themselves and others
- respect diversity
- think critically
- take responsibility for their choices

In a cooperative atmosphere with supportive families and churches and the resources of a growing and culturally varied community, Loma Linda Academy promotes academic excellence, instills spiritual values, cultivates social skills, and develops physical talents. Our purpose is to respond to the world's need for young men and women who are making *intelligent choices* guided by *eternal principles*.

By attending Loma Linda Academy students choose 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*. Loma Linda 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 Loma Linda Academy will extend beyond the years spent here to become a lifetime commitment to the eternal principles of honor, integrity and morality.

The word *honor* is defined as, a keen sense of right and wrong and adherence to action or principles considered right. 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.

Students at Loma Linda Academy are required to sign the following pledge for acceptance.

As a student of Loma Linda Academy, I pledge to support the administration's efforts to provide a positive, safe and orderly environment by **first**, promising to read, become familiar with, and follow the policies outlined in the front of the LLA Agenda book, and **secondly**, by choosing to be a student who **both on and off campus**:

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

In order to provide a safe, orderly, and academic environment, certain actions cannot be permitted in a Seventh-day Adventist school. Such actions include but are not limited to:

- Disseminating ideas or displaying attitudes that undermine the philosophy, ideals, and objectives of the school.
- Cheating, attempting to cheat, or helping another student cheat.
- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Causing, attempting to cause, or threatening to cause emotional injury to another person.
- Possession of, using, furnishing, or displaying any firearm or look alike, knife, explosive or other dangerous object without permission from the principal.
- Possession, use, sale, otherwise furnishing, or being under the influence of any controlled substance (including tobacco products), or any paraphernalia connected therewith.
- Committing or attempting to commit robbery or extortion.
- Gambling, betting, and other forms of risking of money.
- Causing or attempting to cause damage, or stealing or attempting to steal school or private property.
- Committing an obscene act or engaging in profanity or vulgarity.
- Initiating unwelcome sexual advances or requests or other offensive conduct of a sexual nature.
- Possession or display of items or symbols of prejudice.
- Possession or display of gang or tagger paraphernalia or related art work.
- Reckless and dangerous driving.
- Online or phone harassment of any nature.
- Inappropriate public or private affection.
- Being in a classroom without teacher permission or supervision.
- Initiating a false alarm or fraudulent report.
- Unauthorized access to school property before or after school hours

(jumping fences/gates, propping open doors or gates).

- Disruption of school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties on or off campus.

Any of the above actions will subject the student to disciplinary action. Loma Linda Academy does not knowingly receive students who persistently indulge in these practices. Loma Linda Academy students are to relate to their fellow students and teachers in a Christian manner. When, because of these or other activities, the student's progress or conduct is unsatisfactory, the attitude is out of harmony with the standards of the school, or the influence is found to be detrimental, the student may be asked to withdraw.

LOCKS, LOCKERS, AND BACKPACKS

As a convenience to students, the school provides personal and physical education lockers for each student. The administration reserves the right to inspect these lockers at any time. Students are urged to use these lockers for storing all their academic and personal items.

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

Each student must check out a combination lock from the P.E. department to put on his or her P.E. locker. At the end of the year, the lock is to be returned to the same department. If the lock is lost or damaged or if the locker is damaged, the student is charged a minimum \$25 fee.

LOST AND FOUND

The school solicits everyone's help in returning lost items to their rightful owners. Anything

found with owner identification should be returned directly to the owner. The High School Office can facilitate locating the student if necessary. Found money and small valuables should be turned in to the High School Office where students can claim them. Larger items such as books, shoes, clothes, etc. are to be taken to the High School storage and accessible to office staff only. If a finder would like to keep an unclaimed item, he or she must give his or her name when the item is turned in. Found items must be kept in the Lost and Found for twelve weeks or until July 15 before being surrendered to the finder. All Lost and Found items will be donated to a charity in July of each year.

LUNCH FACILITIES

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

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

NON-RESIDENT STUDENTS

Loma Linda Academy does not maintain dormitories. All students admitted must have the direct supervision of their own parents or legal guardians. If a student plans to live with someone rather than a parent or guardian, satisfactory arrangements must be made with the school administration prior to admission. The administration must be informed of a change of residency. Failure to do so or unacceptable housing could result in dismissal.

MEDICATION AT SCHOOL

Schools do not permit self administration of drugs whether prescription or not. The California State Education Code, Section 49423, states the following:

...any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated

school personnel if the school receives (1) a written statement from such physician detailing methods, amount, and time schedules by which such medication is to be taken and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school assist the pupil in the matters set forth in the physician's statement.

Prior to school administration of any medication, the *Order for the Administration of Medication by School Personnel* form must be completed and on file. Such medication must be delivered to the school in the original container as delivered by the pharmacy to the parent or pupil, and it must bear the original pharmacy label. Under Section 26027 of the Health and Safety Code, this label must contain the name and place of business of the seller, the serial number and date of such prescription, name of the person for whom such drug is prescribed, the name of such member of the medical profession who prescribed the drug, and must bear directions for use as prescribed by such member of the medical profession.

Ordinarily medications may not be administered by school personnel. However, the Health Office may administer the following non-prescription medications for a limited period of time (i.e. two days) provided a parent or legal guardian requests in writing, indicating the name of the child, name of the medication, dosage, and frequency:

Tylenol	Advil
Sudafed	Benadryl
Tums	Robitussin cough syrup

These over-the-counter (OTC) medications will be purchased by Loma Linda Academy and stored in the Health Office.

The Health Office **will not dispense non-prescription medications with a blanket statement** from a parent or legal guardian.

ONLINE COMMUNICATION

Loma Linda Academy continues to integrate technology into learning and campus life. Directions for using the school's online network, including user agreements, password assignments, and feature overviews, will be distributed at the start of school. Please remember that there is a great

potential and a great responsibility in participating in an online school community. Students will be required to sign an agreement to uphold these standards.

OVERNIGHT TRIPS

Students may travel on extracurricular overnight trips (mission trips, class campout, etc.) providing that they maintain a C- grade or higher in all of their current classes and maintain a C- or better in Citizenship and Attendance grades. Seniors may not be allowed to travel on overnight trips if they are in danger of failing or not completing work for any class required for graduation.

PRESENTATION GUIDELINES

Loma Linda Academy believes that everything presented on behalf of LLA must represent the high ideals of our Christian values and faith. Appropriateness, refinement, and good taste in communication and actions are expected in all presentations related to the school.

Communication

- Spoken and written language shall reflect refinement. Words, phrases, and innuendos shall be free of vulgarity, sexually suggestive or obvious meanings, and put downs on individuals, groups, or institutions. Off-color humor and coarse talk are unacceptable in any form of public communication.
- Non-verbal communication through dress, dance, acting, or other body movements shall not be of a provocative or sexually-suggestive nature.
- Communication through instrumental or vocal music must reflect skill, talent and appropriateness at all times.

Regard for Others - Loma Linda Academy serves a broad cross-section of people with different tastes, values, and faith maturity. It is impossible to please everyone's tastes. However, every attempt must be made to present materials that meet the high ideals of our Christian faith.

Audition Committee - All proposed presentations by students will be auditioned by at least one sponsor, the campus pastor/religious leader, an administrator and a student representative. Auditions will be videotaped for evaluation and reference.

Performance Material - All narrative and lyrics for presentation must be submitted at the time of the application for audition. The sponsors will determine and announce when audition materials are due. There will be no exception for late entries. Auditions should be performance ready, including costume. Improv performance is unacceptable.

Decision about the acceptability of materials for performance - The decision of the audition committee about the appropriateness of material for performance is final. The school administration will determine consequences for non-compliance with the performance standards.

PRIVATE AUTOMOBILES AND STUDENT DRIVING

Operating a motor vehicle is a privilege earned in society. Loma Linda Academy stresses the importance of students handling their cars with care and mature responsibility.

All student cars must be registered with the High School Office at the beginning of school. An identification sticker will be issued and must be placed in the lower right hand corner of the rear window. Any change in vehicle must be communicated to the High School Office and the sticker transferred.

Cars are not to be used during the day except for a 6th period Home Pass and approved appointments off campus. Students are not to sit in cars for visiting or studying during school hours. A student may not borrow another student's car.

All driving in the parking lots and on Academy Way must demonstrate extreme caution for the safety of all. Reckless and irresponsible driving and any other vehicle infractions will result in disciplinary action that may result in driving privileges being temporarily revoked.

PROPERTY RIGHTS

Each student is expected to respect the property rights of the school and of every member of the school. A student is required to pay for damages done by him to the school or someone else's property. The student should exercise special care when using school property or supplies. Students should avoid waste of either personal or public possessions. The administration is always grateful when equipment which is out of order is reported at once so that needless waste and expense may be averted.

A fine is charged to any student tampering with electrical equipment, fire or safety equipment, or any of the locks on school property. A fine is also charged for the unauthorized possession of a key to any school lock or unauthorized entry into any room or building.

The school takes no responsibility for books, backpacks, clothing, money, or other personal property left by anyone on the school grounds or in the school buildings. The school is not responsible for the theft of or damage to any vehicle parked on campus or in the school parking lots.

PUBLIC DISPLAY OF AFFECTION

Students are expected to maintain high Christian standards in their friendships. Students ought to respect others at all times. The public display of affection beyond holding of hands is not appropriate or respectful in an academic environment. Student couples are only to associate together in areas of the campus where they are under the supervision of teachers or staff. Students who violate these standards may be subject to discipline and receive demerits on their Citizenship grade. Students are encouraged to find fun and appropriate ways to spend time together in class and extra-curricular group activities.

SALES AND DISTRIBUTION

Student sales or distribution of products or services are not to be transacted on campus without administrative permission.

SCHOOL DAY

A student's school day consists of the time he/she first arrives on campus until the close of his/her last class or study period. Except for the lunch period, a student is required to be in a class, study hall, or working as a teacher's assistant each period of the school day. At the end of a student's final class, he/she is expected to leave campus for the day. All other obligations requiring a student to be on campus should be in a supervised capacity. Parents are not to drop their student off at school before 7:00 a.m. and arrangements should be made so a student does not have to wait for a ride past the time that normal activities are happening on campus. Students with a home pass issued for 6th period must leave campus. Students assisting a teacher during a class period must arrive at work on time and stay through the whole period.

SCHOOL SPIRIT

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

SKATEBOARDS, BICYCLES AND SCOOTERS

Skateboards, bicycles and scooters and other rolling sports are not allowed on campus at anytime. Skateboards and scooters should not be used as a means of transportation to school. Skateboards, bicycles and scooters and other rolling sports can be a fun in the right setting but are not safe or appropriate for our campus.

STUDENT ACCIDENT INSURANCE

A fee to cover the cost of student accident insurance coverage is included in the Comprehensive Fee paid by every student at Loma Linda Academy. It is mandatory coverage for each student attending a Seventh-day Adventist school in the Southeastern California Conference of S.D.A., regardless of any other insurance coverage the student may have. It provides secondary coverage for students covered by other private or employer group policies and primary coverage for students with no other coverage. A policy outline is available in the Business Office prior to the start of each school year.

All school-related accidents must be reported to the Health Office within 24 hours. There is no coverage for damage to or loss of personal property, including vehicles parked on campus.

STUDENT ACTIVITIES

The high-school sponsors a number of activities designed to develop student leadership, to promote school spirit and to provide opportunity for group cooperation. Among these activities are The Mirror, the school paper; The Lomasphere, the school yearbook; the Student Association; class organizations; clubs; service activities; sports programs; and other activities which are in harmony with the school's purposes and objectives. Students

are encouraged to discover and join the activities that interest them and that fit their schedule.

SUBSTANCE ABUSE POLICY

Loma Linda Academy believes in and promotes a drug-free school environment.

Any student found to be distributing, selling, sharing, or offering drugs of any kind (prescription medications, illegal substances, alcohol or tobacco) will be asked to withdraw immediately. Law enforcement may be consulted.

In cooperation with the home, church, law enforcement, and community, the school operates an intervention program to help students remain free of all controlled substances, tobacco and alcohol. The voluntary intervention program is available to students who may be engaged in drug-related activities and are seeking help.

Voluntary Intervention Program

1. The student contacts any faculty or staff member and asks for assistance.
2. With the consent of the student, the faculty or staff member contacts the High School counselor who then initiates an intervention program. The intervention team includes the student, one or both parents, the school counselor, and two intervention-trained faculty of the student's choice.
3. The school counselor, as the Intervention team coordinator, meets with the student, parent(s), and faculty to review the Intervention Program.
4. The team members review and sign a confidentiality agreement.
5. The student is asked to define the full nature of the drug related activity.
6. The student and parent(s) shall sign a statement agreeing to a professional assessment and evaluation from a school-approved substance abuse/rehabilitation therapist.
7. The student may not be allowed to return to classes until an appointment with the therapist is verified.
8. A contract with recommendations will be established by the Intervention Team in conjunction with the rehabilitation therapist, determining the steps necessary to complete the program. The student and parent(s) review the contract and choose to accept or reject the terms of the contract.

9. If the student and parent(s) agree to the terms of the contract, the Voluntary Intervention Program coordinator will monitor compliance with the terms of the established contract with the family and therapist.
10. The student will be placed on citizenship probation status and certain privileges may be temporarily suspended until such a time as the student shows improvement and satisfactory completion of the Voluntary Intervention Program.
11. If the student and family do not agree to comply with the contract, administration will be notified and will become part of the decision making process.
12. As a participant in the Intervention Program, the student must agree to random drug testing. This will be required at least one time by the Program Coordinator but could be required additional times if necessary. The family will be responsible for any required drug testing. Testing must occur within the time frame required by the Coordinator.
13. If the student is found to be lying about using illegal substances or breaks any portion of the contract while in the program, the student will be asked to withdraw immediately.
14. Fees incurred for assessment and/or treatment are the responsibility of the student's parent or guardian.
15. Upon completion of the program, the student must remain drug free until graduation. The intervention program is a one-time option for students at Loma Linda Academy. All records will be shredded when the student graduates from high school.

Mandatory Drug Testing

1. The student is under a reasonable suspicion of being involved in drug-related activity.
 - a. Administration will bring student to the High School office.
 - b. A parent meeting will be immediately requested.
2. Parent will be requested to take student to be tested at a lab chosen by administration.
 - a. The student has 12 hours from the time they leave campus to be tested.
 - b. The type of drug testing will be determined by administration.
 - c. The student will not be allowed to return to class or to participate in any school activities until the drug test is submitted at the lab and verified by administration.
 - d. The student will be contacted by administration when they are cleared to

- return to classes and participate in school activities.
- e. Parents who decline to have their student tested, do not comply within the allotted time or type of testing requested by administration will be asked to withdraw their student from school.
 3. If the drug test is positive administration will ask the parent(s) to withdraw their student from the school.
 4. If the drug test is negative or inconclusive, the administration will base disciplinary action on the totality of the evidence including the drug test results.
 5. A negative or inclusive drug test and supporting evidence may result in the student being allowed to continue in good standing at Loma Linda Academy.
 - a. Student confidentiality will be maintained by administration.
 - b. The school will reimburse expense for testing only.

Students who wish to reapply to Loma Linda Academy after a positive drug test result will follow this procedure:

1. Six months or 1 semester, whichever is longer, of successful academic achievement at another High School.
2. Complete a minimum of 3 months of weekly counseling with a licensed therapist.
3. Verification of a negative drug test over the 6 month/semester period that the student is not enrolled at LLA.
4. A Behavior and Academic/Attendance contract with administration, in which violation in any of the terms would result in immediate withdrawal.
5. A positive drug test would result in immediate withdrawal with no consideration for readmission.

TEACHER ASSISTANTS

Students are encouraged to work for teachers on campus as volunteers or for pay. A student worker planning to work during a free class period will be assigned a study hall and must attend that study hall until he/she has been cleared to work by the business office. A student worker may not skip work and must stay at his/her place of work for the whole class period. If a student worker is dismissed early for any reason he/she must come to study hall. Student workers are not to work in classrooms after school hours without teacher supervision. Student

workers are expected to demonstrate responsibility and discretion in all aspects of their job including:

1. Maintaining confidentiality of student grades, PowerSchool access and passwords.
2. No visitors in the classroom or work area without teacher approval and supervision.
3. Clocking In/Out only when working at tasks assigned by teacher.
4. Maintaining computer use guidelines and standards as outlined in this policy handbook.

VISITORS

Visitors are welcome on our campus. All parent and adult visitors must check in at the High School office and wear a visitor pass.

- Student requests for visitors are limited to two per semester.
- The Student should check in with an administrator for permission ***two days before the visit.***
- Each student visitor must be invited on campus and be escorted by a single LLA student host.
- A student who wishes to bring a visitor to school ***must make arrangements two days before*** before the guest will attend. This includes obtaining a Visitor's Pass that must be signed by the LLA students' parent.
- A limited number of guests can be accommodated each day.
- No guests will be allowed during test week.
- There may be other times when visitor passes will not be issued. All visitors are expected to follow Loma Linda Academy's student policies excepting of the uniform but including other dress and jewelry policies. A visitor's poor behavior may jeopardize his/her return to campus and the host's ability to invite guests on campus.

*****All regulations adopted by the school administration and publicly announced to the students have the same force as those published in the Student Handbook.**

ACADEMIC INFORMATION AND REGULATIONS

ADMISSION

Qualifications for Admission-The academy is open to Seventh-day Adventist young people who desire a Christian education. Students of other faiths and philosophies are also welcome. Students who apply for admission should accept the purposes and objectives of the school and live in harmony with its principles.

Nondiscrimination Policy-The Seventh-day Adventist Church in all of its church-operated schools admits students of any race to all the rights, privileges and activities generally accorded or made available to students at its schools and makes no discrimination on the basis of race in admission or education policies, applications for admission, scholarships, or loan programs and extracurricular programs.

Physical Examinations-Physical examinations are required for all new students and for those entering grades one, seven, and ten.

Immunizations-California state law requires that no student be admitted to school even for the first class period without written evidence of immunizations, signed by a physician.

Immunization requirements for grades K-12

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

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

Varicella-(K) one dose or health care provider documented varicella disease or immunity

Td - (7th grade) one dose - if (5) years passed since last dose of DPT, DT, or Td
MMR (Measles, Mumps, Rubella) (K - 1st Grade or First Entrance into School) - two doses both after 1st birthday (7th grade) - two doses both after 1st birthday (if not given previously) (2-6th & 8th-12th grades) one dose must be after 1st birthday

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

Unpaid Accounts- Students having an unpaid account with Loma Linda Academy or another school are not permitted to register until clearance has been obtained.

ACADEMIC COUNSELING SERVICES

The Counseling Department makes available a number of services. College counseling is available through the counselor, the registrar, the high school vice principal and the high school principal. Students are apprised of Seventh-day Adventist colleges directly. Seniors will attend a La Sierra University visitation day in the fall.

Students who wish to consider other college options will be facilitated upon request to the college counselor. The Career Center has a library of college catalogues, and students may review these as they wish.

Testing is a significant aspect of the college counseling process. At LLA, all sophomores and juniors take the PSAT. For juniors, their scores are used to qualify for various designations in the National Merit Scholarship Program competition. Some juniors choose to take the SAT in May or June and many seniors take the SAT in the fall of their senior year. In addition, students who need to take the SAT II for college entrance may take the subject tests at any time. Many choose to take individual subject tests right after completion of the subject. For instance, a sophomore may choose to take the SAT II Biology test at the end of the sophomore year. A junior may choose to take the SAT II Chemistry test at the end of the junior year. It is important for students and parents to research the college admissions and testing requirements early so that testing will be completed in a timely manner.

As students consider college and career planning, they are encouraged to continually assess their academic and personal aspirations, goals and interests. The guidance staff of Loma Linda Academy is willing to assist the students in their college and life planning design.

At the elementary school, the staff school psychologist provides testing services. Students in high school may be tested by a school psychologist provided by the district in which the student lives

ACADEMIC DISMISSAL

It may be the recommendation of the Admissions Committee to have a student withdraw based on academics. LLA teachers are committed to the student's success. If it is the committee's opinion that a student might benefit from a different setting, that recommendation will be made to Administration and a student could be denied admission or asked to withdraw.

ACCELERATION

A student may complete a four-year program in three years under this program policy.

Qualifications:

1. Composite score at the 90th percentile or above on the Test of Achievement and Proficiency (TAP).
2. Cumulative GPA of 3.50 or above.
3. Demonstrate initiative, responsibility, self-control, adequate social adjustment and emotional maturity.
4. Exemplary attendance.

Procedure:

1. The student should submit a written request to the Guidance Committee toward the end of the freshman year, including the following.
 - a. reason for desiring acceleration.
 - b. suggested program or completing the requirements.
 - c. written consent of parents or guardians.
2. Upon preliminary approval by the Guidance Committee, the student and parent meet with the registrar to develop a formal program of completion.
3. The student's program will be reviewed at the end of first semester of the sophomore year. If the student is maintaining all qualifications as stated above, he/she will be granted final approval and will be considered a junior for the second semester.
4. A student on the accelerated program must complete all the requirements for graduation as approved by the registrar.
5. An accelerated student must complete 10 SP of religion for each year enrolled in a Seventh-day Adventist school.
6. If at any time the student does not meet the above criteria, he will be asked to resume the regular four-year curriculum.

Note: It is possible that an accelerating student may not qualify for some college's entrance requirements.

CLASS DROP

A student may drop a class within 30 days of the first day of a semester with no mark recorded. If a class is dropped within 31 to 45 days from the first day of a semester a W (withdraw) will be recorded on their report card. If a class is dropped on the 46th day after the first day of the semester a WF (withdraw fail) will be recorded on the report card and transcript. A "WF" will average into the student's GPA.

CLASS LOAD

Unless an exception is made, a student may enroll for a maximum class load of 70 semester periods each year, plus five semester periods of Work Experience Education (WEE). In addition, music credit from private lessons may be earned. The Guidance Committee may set a lower maximum load for a student who is not maintaining satisfactory grades. Five classes are required each semester.

COMMUNITY SERVICE

Each student is required to perform 25 hours of service each year of enrollment at a school in the Pacific Union Conference. Loma Linda Academy urges students to find opportunities to serve and learn in the local community and on mission trips. There are also many opportunities to serve on campus and through service projects in class. Assistance, forms, and records are facilitated through the Campus Ministries Center. Service hours only count for activities for which one does not receive pay or Work Experience Education credit. Service activities are not to include regular family chores or activities one would normally do for a friend such as helping with schoolwork, etc. A parent should not sign the form for his/her child. While family projects are encouraged, a third party, familiar with the project, should sign the form.

COURSES REPEATED

A student may repeat a course to improve his/her grade. Both courses will be recorded on the transcript. The better grade will be the only one figured in the G.P.A. calculation.

GRADE REPORTS

The school year is divided into four periods of approximately nine weeks. At the end of each period grades will be finalized on the PowerSchool website. Notice will be sent to each student's parent or guardian so that they can track student progress. The semester grades are recorded on the student's permanent record, and transcripts of these grades are issued in accordance with Business Office policy.

The following grading and honor point system is used:

Grade	Meaning	HonorPoints
A	Excellent	4.0
A-		3.7
B+		3.3
B	Above Average	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
D+		1.3
D	Below Average	1.0
D-		.7
F		Failing
I	Incomplete	not counted
W	Withdrew	not counted
AU	Audit	

HOMEROOM

All students are assigned to a homeroom teacher. This is a ten-minute period for worship, announcements, communication, voting, and other activities. An absence or tardy in this period is equal to that of a full period.

HONORS CLASSES

Loma Linda Academy offers classes in certain select courses that are considered advanced in their degree of difficulty. A student may only enroll in these classes with the permission of the teacher or department criteria.

INCOMPLETES

A student may receive an "Incomplete" (I) in a subject because of illness or at a teacher's discretion. If a student has not been able to turn in sufficient work to merit a grade, the work must be completed by the end of the next semester. If the work is not

completed within this time limit, the incomplete automatically becomes an "F."

LANGUAGE PROFICIENCY EXAMINATION

A student who speaks a language other than English as a primary language or has taken his/her schooling for a number of years in another language may petition the Guidance Committee to challenge a language class by taking a proficiency test given by the school. Loma Linda Academy grants credit in the language and applies it toward graduation if the student passes the proficiency examination. The recording fee for credit is \$20 for 10 semester periods. There is a separate charge for the exam itself.

OFF-CAMPUS CLASSES

Classes required for graduation must be taken on campus unless the student has failed the class one time on campus. Off campus classes must have a pre-approval form completed in order to guarantee use in meeting Loma Linda Academy's graduation requirements. Only 5 semester periods per summer may be taken by correspondence or in summer session. Classes being taken by correspondence during the school year are counted as part of the regular student load. A student who takes a correspondence course required for graduation must complete first semester work before school begins and second semester work before second semester begins.

PARENT/TEACHER CONFERENCES

Parents are urged to contact the classroom teacher whenever a question arises regarding their child's academic performance. Regular parent/teacher conferences are scheduled in the fall and in the spring.

RESOURCE CLASSROOMS

Mission - All Adventist children to deserve opportunity to be in Adventist schools. Loma Linda Academy, utilizing the unique resources available because of community, commitment and size, educate those students who have diagnosed disabilities and who can be served within the scope of our program.

Student Study Teams (SST) - When a teacher or parent has concerns about a child's learning, an SST meeting is held. The counselor schedules the SST meeting in conjunction with the parents, teachers or school psychologist. The counselor or school psychologist chairs the meeting in which a written plan is developed to help the student be more successful in school. When appropriate the school nurse, principal or student are invited to the SST.

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

At the elementary school, the staff school psychologist provides testing services. Students in high school may be tested by a school psychologist provided by the district in which the student lives or attends school, depending on district policies. Parents may request testing by contacting the district's special services office. For those students placed in the Resource Program, academic testing is done on a yearly basis to update a student's progress and continued eligibility. Psycho-educational testing is done every three years for those students who continue to qualify for the resource room.

Individualized Educational Program (IEP) - Once a disability has been diagnosed, an IEP is written. The IEP is a plan for student success. The following people help with the IEP: the resource teacher, the general education teachers, the parents, the administrator, and the student (junior high and high school levels). The student's schedule for the resource room is decided at the IEP meeting, along with the objectives, yearly goals, and modifications. A student will be placed in the least restrictive environment as determined by the IEP committee. Only with signed parental consent may a student be placed in the resource room. A modified academic program will be noted on the report card or transcript.

POWERSCHOOL

Loma Linda Academy uses a web-based student information system called Powerschool. Students and parents both have portals that allow them to check grades, attendance reports, selected course materials, and general school information. Access information will be distributed at the beginning of the school year and should be kept confidential.

STUDENT PROGRAM CHANGES

In order to make a class change the student should obtain the appropriate form in the Registrar's Office. The procedure below should be followed:

1. List the course on the drop/add form.
2. Secure the parent's and teacher's signature for each class dropped/added.
3. Return the form to the Registrar's Office for the record change.

A student withdrawing from a class in other than the prescribed manner receives an "F" in the course.

SUMMER SCHOOL

A one-semester session is held each summer. The dates are announced in the school calendar. The courses offered are full semester courses and are not remedial. The following guidelines will help in the planning:

1. All classes are available only to students eligible for the course based on the grade the student will enter in August.
2. A student cannot miss more than two days of classes and receive credit.
3. A student can drop a class through the first day of the course and receive a full refund. After the second day, a fifty percent refund will be given. Following the third day, no refund will be available.
4. A student may not enroll in summer school unless the previous semester's school bill is paid in full. Financial clearance must be obtained from the Business Office before beginning a summer school class.
5. Books are available in the classroom on the first day of summer school.

GRADUATION REQUIREMENTS

GRADUATING CLASS

The Graduating Class list is created in May and is made up of seniors who meet the following criteria:

1. Are not on contract in any class that is required for graduation *
2. Have completed any required home study courses
3. Have no incompletes in a class required for graduation
4. Have completed 25 hours of community service per year
5. Have completed 100 hours of WEE requirements
6. Have financial clearance from the business office.

Students on the Graduating Class list by 8:00 a.m. Friday morning of graduation weekend will march during the weekend programs. Any student not on the list will not participate in any of the programs.

***Graduation Probation Contract**

On the first Monday after fourth quarter mid-terms are due, any senior in danger of failing a course required for graduation will be placed on probation by the teacher of that course.

- A probation contract should be given to any student who may potentially fail.
- Each probation contract must:
 1. Outline the deficiencies
 2. Include a plan for passing the class
 3. Include any deadlines the student must meet. In lieu of any stated deadlines, 8:00 a.m. Friday morning of graduation weekend will be the default deadline for turning in any work for consideration of getting off of probation.
 4. Be agreed upon by the student and teacher. The probation document will be signed by student, teacher, and parent.
 5. State that the student **IS NOT ELIGIBLE TO MARCH** until and unless he/she has been removed from probation by the teacher once the conditions of the probation have been met.

6. State that the student must keep current with assignments in the class. Work on previous material, in accordance with the probation, must not supersede the regular daily assignments.

- A teacher can remove a student from probation at any time up to Friday morning of graduation rehearsal at 8:00 a.m. Until a student is removed from probation, he/she is not eligible to march during graduation exercises.
- Removing a student from probation allows a student to march. However, **it does not guarantee that the student will pass the class.**
- A student who was not put on probation may still fail the course.
- A student who was not put on probation and who fails the course will be eligible to march.
- The right to march may still be revoked due to violations of other rules and requirements.

A diploma is granted to the student whose scholastic records are satisfactory and who has successfully completed the following:

(see next page)

BASIC REQUIREMENTS - 240 SP

SUBJECT REQUIREMENTS		SUGGESTED CURRICULUM	
Communication Arts	40 SP	NINTH GRADE	SP
English I, English II, American Literature, Senior Composition, or College Prep, if qualified, plus elective to equal 40 SP		Religious Studies	10
Religious Studies	40 SP	Keyboarding/Computer App.	10
5 SP required for each semester in attendance at a Seventh-day Adventist School.		English I	10
Laboratory Sciences		Physical Education	10
Biology I	10 SP	Mathematics	10
Physical Science	10 SP	Health	5
Mathematics	20 SP	Geography	5
Two years beyond Pre-Algebra recommended for college preparatory students. Placement determined by testing.		Total	60
WEE On-the-job-Training	5 SP	TENTH GRADE	SP
100 clock hours of work		Religious Studies	10
Applied Arts	20 SP	Biology I	10
Culinary Arts, Industrial Arts, Business, Graphic Arts Education or Computers. Must include one semester of keyboarding and one or two semesters of computer applications or word processing.		English II	10
Social Studies		World History	10
World History	10 SP	Physical Education	10
U.S. History	10 SP	Mathematics	10
U.S. Government/Economics	10 SP	Total	60
Geography	5 SP	ELEVENTH GRADE	SP
Fine Arts (Music, Art)	5 SP	Religious Studies	10
P.E. (2 year team activities)	30 SP	American Literature	10
Health	5 SP	U.S. History	10
Electives	20 SP	Physical Education	10
		Applied Arts	10
		Science	10
		Total	60
		TWELFTH GRADE	SP
		Religious Studies	10
		U.S. Government/Economics	10
		College Prep/ English Elective	10
		Fine Arts	5
		Electives	15
		Physical Education	5
		WEE	5
		Total	60

Courses are sequenced to reflect student interest, maturation, and developing skills. More challenging elective courses are offered to meet the needs of the higher performing students. These include Honors Pre-Calculus, Calculus, Honors Geometry, Honors Algebra II, Animal Behavior, Human Anatomy and Physiology, Honors Chemistry and Honors Physics, Honors World History, Honors American Literature.

*5 units of On-the-job-Training are required and may be started the summer before the student's freshman year.

Two years of a foreign language are highly recommended. A grade of C or higher is required for acceptance into some colleges.

Twenty-five hours of community service (service learning) is required for each year a student is enrolled in a Pacific Union Conference School.

COURSES OF STUDY

Not all courses described below are offered each year.

APPLIED ARTS

Business Education

ADVANCED COMPUTER APPLICATIONS- The student will develop and use keyboarding documentation and computer application skills. Opportunities will be given to continue to improve speed and accuracy and learn basic document formatting. The course will also provide the student with a basic foundation in computer terminology and software applications. The activities will provide an understanding of computer usage and the responsibilities of the Christian user. The student will have hands-on experience using various software programs. The students in this class will be able to cover computer programs more extensively than the keyboarding and computer literacy graduation requirements.

Fees: \$15-20 yearly supply fee will cover paper, printer supplies, and miscellaneous classroom expenses.

Prerequisite: Pass Keyboarding Placement Test

Two Semesters 10 Semester Periods

KEYBOARDING AND COMPUTER APPLICATIONS - The student will develop and use keyboarding skills during the first quarter. Opportunities will be given to develop speed and accuracy and learn basic document formatting. The course will also provide the student with a basic foundation in computer terminology and software applications. The activities will provide an understanding of computer usage and the responsibilities of the Christian user. The student will have hands-on experience using various software programs. This class will meet both keyboarding and computer literacy graduation requirements.

Fees: \$15-20 yearly supply fee will cover paper, printer supplies, and miscellaneous classroom expenses.

Two Semesters 10 Semester Periods

LOMASPHERE-Provides the student with an opportunity for creative expression and application of skills necessary to produce the school yearbook, The Lomasphere.

Prerequisite: Permission of the instructor.

Two Semesters 10 Semester Periods

Home Arts

CULINARY ARTS I-The student gains knowledge in nutrition and basic food preparation tools and techniques. Meal planning, table setting and etiquette, consumer shopping skills, food safety and artistic presentations are covered. A major portion of the class is hands-on preparation of recipes which the students present for evaluation and gets to enjoy themselves.

Lab Fee: \$125

One Semester 5 Semester Periods

CULINARY ARTS II - The students expand on their fundamental knowledge gained from C.A. I and explore a broader spectrum of foods, preparation techniques and tools, and ethnic cuisine. Opportunity is provided for introduction to catering and service to school-related groups.

Prerequisite: Culinary Arts I

Lab Fees:\$125

One Semester 5 Semester Periods

Industrial Arts

AUTO MECHANICS - This course is designed for those who want to have an understanding of the automobile and its principles of operation. Students will learn to make basic repairs. They will not need a car in order to join the class. The course is excellent technical exposure for students considering engineering, dentistry, certain areas of medicine or any type of mechanical future.

Fees: \$15 materials per semester.

One Semester 5 Semester Periods

They are also introduced to research format and given a short research assignment.

Two Semesters (required) 10 Semester Periods

Sophomore

ENGLISH II LITERATURE - A study designed to expose students to the thematic analysis of literature. Students will read, discuss and evaluate literary genres, focusing on the themes of self-identity, human motivation, honesty and relationships.

One Semester (required) 5 Semester Periods

ENGLISH II COMMUNICATIONS-A course that introduces students to basic communication theory including linguistics, nonverbal language, mass persuasion, and basic logic. Also, students explain and defend their ideas in expository and argumentative writing, a current events journal, class discussion, occasional speeches.

One Semester (required) 5 Semester Periods

Junior

Students are placed in American Literature by their performance in 9th and 10th grade English classes.

AMERICAN LITERATURE AND WRITING - An historical survey course in American literary periods and movements from the 17th Century to the present. Literature is studied through critical analysis, in-class discussion and independent writing assignments. Multi-paragraph writing assignments include descriptive, narrative, expository, and persuasive writing that demonstrate the writing process. Students research the life and writing of an American author.

Two Semesters (required) 10 Semester Periods

HONORS AMERICAN LITERATURE AND WRITING - An historical survey course in American literary periods and movements from the 17th Century to the present built around in-depth study of representative works. Students are expected to engage the literature in a personal and analytical way, developing critical thinking skills, as well as increasing their mastery of the language. Students write extensive analytical literary essays as well as other multi-paragraph

writing assignments in a variety of modes using the writing process. Students research the life and writing of an American author. Students meet an additional class period and study more pieces than the required American literature class.

Prerequisite: Recommendation of Department

Two Semesters 10 Semester Periods

Senior

The following courses are available to students in the 12th grade on a rotating basis. The electives offered each year are determined by the English Department.

SENIOR COMPOSITION - A course designed to review and strengthen writing skills. Students write and revise sentences, paragraphs and essays. Research writing is also studied in preparation for college-level research. Students also write critical essays on film, a local restaurant, and one work of literature.

Prerequisite: Recommendation of Department

Two Semesters (required) 10 Semester Periods

COLLEGE PREPARATORY ENGLISH - A course giving intensive practice in short expository writing. Heavy emphasis is placed on clear, logical and organized presentation of ideas. Students thoroughly practice research methods in preparation for college research.

One Semester (required) 5 Semester Periods

COLLEGE ENGLISH

College English is a year-long La Sierra University extension course, English 111-113, taught at Loma Linda Academy. It emphasizes the development and use of critical thinking and reading skills essential for writing college-level papers. The course focuses on individual writing processes and production of quality narrative essays, expository prose, and research skills essential for creating college-level papers. This course takes the place of LLA college preparatory English plus another LLA English. Students also receive nine La Sierra University credits.

Prerequisite: Recommendation of Department

Two Semesters 10 Semester Periods

Fees: \$5 will be charged in place of a workbook.

Prerequisite: A grade of B or above in Spanish II or permission from the instructor based on a proficiency exam or dquivalent.

Two Semesters 10 Semester Periods

FINE ARTS

Arts

DRAWING AND PAINTING - Art courses are designed to awaken in the student an awareness of his/her own hidden talents. Classes are self-paced and individualized. Drawing will be taught 1st semester and watercolor painting will be taught 2nd semester.

Fees: Semester I (drawing) \$65.00
Fees: Semester II (painting) \$70.00

One or More Semesters 5 Semester Periods

Music

Credit for performing organizations will be earned as follows:

Public appearances of performing organizations take the place of examinations in other classes. Musical groups give several programs outside school time each year, including a spring concert tour. Members are required to meet all these concert appointments. Members are informed of performance dates at least three weeks in advance. A student's grade may be lowered or he/she may be immediately dismissed from the organization because of absences from scheduled programs.

APPLIED MUSIC-Instruction in many band instruments, voice, violin, and cello is offered. The student may be asked to perform in public recitals or provide solo specials for school or church functions.

One or More Semesters 5 Semester Periods

WIND SYMPHONY - This ensemble will study and perform wind music composed in a variety of musical styles and from different musical time periods. The band usually performs once a month and takes a spring tour. Attendance at these performances is required. The Symphonic band has performed in Europe, Australia, and throughout the United States. Membership is by audition only.

Two Semesters 10 Semester Periods

BIG BAND - This ensemble gives the students an opportunity to study and perform jazz music in the big band jazz format. The band performs on a monthly basis with multiple performances at Christmas time. Membership is by invitation only.

Two Semesters 10 Semester Periods

CONCERT WINDS - This ensemble will study and perform wind music composed in a variety of musical styles and from different musical time periods. The band usually performs three to four times each year locally. Attendance at these performances is required. Membership is by audition only. This is not a UC approved course.

Two Semesters 10 Semester Periods

SMALL ENSEMBLES - A variety of small ensembles are offered for credit. Each ensemble is limited to one person per part, chosen by audition, and is a survey of the literature available from the Renaissance to the present. Every small ensemble performer must be a member of the Symphonic Band.

Brass Ensemble	Clarinet Quartet
Brass Quintet	Woodwind Quintet
Trumpet Quartet	Saxophone Quartet
Mixed Clarinet Quartet	Flute Quartet

Two Semesters 3 Semester Periods

CANTICLE SINGERS - Canticles is the vocal group for any student who wishes to learn about singing and to improve their ability to sing. The class is a low structured class in that it is geared for the student to have fun while learning to sing. The class is open to any high school student enrolled in the current school year.

The class is structured to performance, therefore, the student who is accepted into the class is expected to be in the class for the full semester grading period. The class does accept students on a semester basis there-for a student may join Canticles at the beginning of each new semester. The choir student **MUST** attend all scheduled concerts and be performance ready. There will be at least one scheduled performance each semester and if there are more scheduled performances the student will be notified, well in advance, and their attendance is required. If in the director's opinion, Canticles develops a high level of achievement, the director

Prerequisite: 9.0 level or above on the ITED.

Two Semesters 10 Semester Periods

ALGEBRA II - A review of topics from Algebra I and further study of quadratic equations and functions, linear and quadratic systems, graphs, introduction to functions, exponents elementary analytic geometry and trigonometry. A graphing calculator is required. (TI-84 Plus is recommended \$100-\$120)

Passing this course does not ensure eligibility to enroll in Honors Pre-Calculus or honors science courses.

Prerequisite: a grade D or better in Algebra I and a minimum level of achievement on the Algebra I proficiency test.

Two Semesters 10 Semester Periods

HONORS ALGEBRA II - A fast-paced formal course in Algebra II designed to meet the needs of the serious mathematics/science student. A study of analytic geometry, functions and graphs, quadratic and higher degree equations, linear and quadratic systems of equations and inequalities, polynomial functions and theory of equations, progressions, circular and trigonometric functions, and an introduction to probability and statistics. A graphing calculator is required. (TI-84 Plus is recommended \$100-\$120.)

Prerequisite: a superior level of achievement on the Algebra I proficiency test.

Two Semesters 10 Semester Periods

GEOMETRY - A study of the principles of Euclidean geometry. The techniques of deductive reasoning will be used in the designing of acceptable proofs and constructions. Units on analytic geometry and trigonometry are included.

Prerequisite: a minimum level of achievement on the Algebra I proficiency test.

Two Semesters 10 Semester Periods

HONORS GEOMETRY - A study of the principles of Euclidean and non-Euclidean geometry. Special areas of study include symbolic logic, deductive and inductive reasoning, topology, transformations, finite geometry, graph theory, and fractals. (TI-84 Plus is recommended. \$100-

\$120) Second semester there is a book rental fee of \$50. All but \$10 of that will be refunded when the book is returned in June.

Prerequisite: a superior level of achievement on the Algebra I proficiency test.

PRE-CALCULUS -A course designed for students who want a math course beyond Algebra II and Geometry before entering college. Topics include statistics, functions, and trigonometry. A graphing calculator is required. (TI-84 Plus is recommended. \$100-\$120)

Prerequisite: A grade of C or better in Algebra II and Geometry

Two Semesters 10 Semester Periods

HONORS PRE-CALCULUS - A course designed for students who plan mathematics or science majors in college or who will take calculus as part of a professional program. Topics include functions, circular and trigonometric functions, limit theory, vectors, conics, logarithms, statistics, and an introduction to differential and integral calculus. A graphing calculator is required. (TI-84 Plus is recommended. \$100-\$120)

Prerequisite: 9.0 level or above on the TAP and an acceptable level of achievement on the Honors Algebra II exit exam.

Two Semesters 10 Semester Periods

The following courses taught for college credit from La Sierra University:

MATH 131 CALCULUS I - This course covers functions, continuity, definition of derivatives, techniques of differentiation, applications of derivatives, definite and indefinite integrals, the mean value theorem, and the fundamental theorem of calculus. (TI-84 Plus is recommended. \$100-\$120) La Sierra University charges a fee of \$312 for this course.

Prerequisite: Regular or Honors Algebra II, Geometry, and Pre-Calculus, and overall GPA of at least 3.0, and an acceptable level of achievement on the math section of the Accuplacer test administered by La Sierra University.

4 college quarter hours

school. All courses are based on the Seventh-day Adventist "The Crossroads Series."

Transfer students must submit the equivalent of two semesters of religious studies courses for each year he/she has attended a Seventh-day Adventist secondary school.

CAREER EDUCATION - Designed to awaken career exploration and provide students with an opportunity to plan for the future. The course includes a survey of age-appropriate career exploration, testing, academic planning and self-study of interests and abilities during a short segment of the junior year.

Freshman and Sophomore Levels

HISTORY OF RELIGION I - How did the history of salvation start? What were the accusations made about God? The stories of Genesis begin to answer these questions. Revisit familiar stories from a new point of view and discover how God plans to make certain that no one will miss out on salvation.

One Semester 5 Semester Periods

HISTORY OF RELIGION II - Who was this man Jesus, and how did He impact the world and your life? This class is a look at His actions, words and righteousness through four different views (the Gospels). Discover how the life, suffering, death and resurrection of Jesus can make your faith grow!

One Semester 5 Semester Periods

HISTORY OF RELIGION III - Does God still interact with people today like He did back in bible times? This class will take a look at some of the amazing ways God has guided his people from Moses to Paul. We will also look at how God can guide you in your life today!

One Semester 5 Semester Periods

HISTORY OF RELIGION IV - How has God guided the Christian church over almost 2000 years? What is your role as a young person in the church of today? These are just a few of the questions we are going to ask as we make our way through the history of the Christian Church to our own Seventh-day Adventist Church story.

One Semester 5 Semester Periods

Junior and Senior Levels

Not all electives may be taught each school year

BELIEFS - An introductory study of world views, religious movements, contemporary denominations, cults, and world religions, as viewed from a biblical perspective. This will lead to a systematic comparative view of the fundamental beliefs of the SDA Church developed from a Christ centered perspective.

One Semester 5 Semester Periods

Required for all Juniors

MARRIAGE AND FAMILY - How can the important relationships in your life be successful? What are the challenges we face in our most intimate relationships? Get your eyes wide open before you make some of the most important decisions of your life.

One Semester 5 Semester Periods

Required for all Seniors

CHRISTIAN MISSION - What is the meaning of true Christian service? How can we effectively witness for Jesus Christ? This course will answer these questions as well as give each student practical, hands on experience in fulfilling the Christian's mission of sharing the gospel and reaching out to others.

Fee: \$15.00 per student

One Semester 5 Semester Periods

CONTEMPORARY ISSUES - How should we live in a world of conflicting values and ideas of right and wrong? How can we make wise choices for the good of our personal, social and global opportunity for open and honest thinking, discussion and personal decision-making.

One Semester 5 Semester Periods

GOSPEL OF JOHN - Have you ever been reading your bible and experienced a desire to really get to know one of the books? This class will be an exploration of the gospel of John. What better book in the Bible to delve into than an eyewitness account of the life of Jesus, the Son of God! So

get ready to dig into scripture and know Jesus in a deeper way.

One Semester 5 Semester Periods

MINISTRY LEADERSHIP - This class focuses on the theory and practice of ministry. It looks at the purpose-driven model of ministry and applies it to the actual ministries happening at the school. (By invitation only).

ROMANS- This course is study of Christ's sacrifice that provides the basis for pardon reconciliation and spiritual growth from the book of Romans. Major Pauline themes of justification by faith, sanctification, the church and the development of doctrines will be studied. This is an inductive Bible course in which students will be engaged in interpretation and application of biblical principles in their daily lives.

One Semester 5 Semester Periods

DANIEL AND REVELATION - The role of prophecy in scripture and how it relates to the unique calling and message of the Seventh-day Adventist Church will be the focus of this class. Students will be asked to explore the major themes of the eschatology of these significant prophetic books. The class is collaborative and centered around discussion and application of biblical truth.

One Semester 5 Semester Periods

SCIENCE

The Science Department reserves the right to determine the science placement and curriculum for any student.

BIOLOGY I - A study of the basic principles and concepts of living things and how they function. Laboratory work is required.

Lab Fee: \$35 each semester

Two Semesters 10 Semester Periods

BIOLOGY II - Is two separate semesters, one of animal behavior and the other of human anatomy and philosophy.

Prerequisite: Biology I with a grade of B or better and consent of the instructor.

ANIMAL BEHAVIOR - An in depth-study of the principles of animal behavior, using experimental descriptive works. Laboratory work is required.

Lab Fee: \$25

First Semester 5 Semester Periods

HUMAN ANATOMY AND PHYSIOLOGY - A study of the anatomy and function of the major systems of the human body. Laboratory work is required.

Lab Fee: \$35

Second Semester 5 Semester Periods

CHEMISTRY CONCEPTS - A study of elementary inorganic chemistry with and introduction to organic chemistry. Covers all topics of the usual high school course in chemistry but requires fewer math skills.

Lab Fee: \$50

Two Semesters 10 Semester Periods

CHEMISTRY - A study of elementary inorganic chemistry. Covers all topics of the usual high school course in chemistry for a career or as a preparation for college. Laboratory work is an integral part of the course.

Lab Fee: \$50

Prerequisite: A grade of B or better in Algebra I or C or better in Algebra II.

Two Semesters 10 Semester Periods

HONORS CHEMISTRY - In-depth study of elementary inorganic physical chemistry. Specifically designed for the serious student who is planning on a science/research career in chemistry, medicine, dentistry, related health courses or engineering. Laboratory work is an integral part of the course.

Lab Fee: \$50

Prerequisite: Upper classmen with grade of C or better in Honors Algebra II and an acceptable level of achievement on the Honors Algebra II exit exam or consent of the instructor.

Two Semesters 10 Semester Periods

INTRODUCTION TO ORGANIC & BIOCHEMISTRY - This course is designed to enhance student preparation for college courses in organic chemistry and biochemistry. It covers nomenclature and reactions for families of organic compounds, including hydrocarbons, alcohols, ethers, aldehydes, ketones, carboxylic acids, esters and amines. It also addresses the structure and function of carbohydrates, lipids, proteins (including enzymes), and nucleic acids.

Lab Fee: \$25 per semester

Prerequisite: A grade of C or better in Chemistry or Honors Chemistry

One Semester 5 Semester Periods

PHYSICS - A study of the fundamental laws of physics as related to the following fields: mechanics, heat, sound, light, electricity, magnetism and atomic-nuclear physics. Intended to meet the needs of a student who may be required to take an introductory course in college physics. Laboratory work is required.

Lab Fee: \$25 first semester, \$15 second semester

Prerequisite: a grade of C or better in Algebra II or Geometry.

Two Semesters 10 Semester Periods

HONORS PHYSICS - A detailed mathematics-physics course, covering Newtonian mechanics, special relativity, thermodynamics, sound, optics, electricity and magnetism, and atomic and nuclear physics. This course is designed for the serious student planning to major in physics, chemistry, engineering or a pre-professional medical or dental career.

Lab Fee: \$25 first sem. \$15 second sem.

Prerequisite: Grade of C or better in Honors Pre-Calculus or Pre-Calculus or high level of

proficiency on the Honors Algebra II proficiency test or consent of the instructor.

Two Semesters 10 Semester Periods

SOCIAL SCIENCE

The Social Science courses are intended to assist the student to understand history from the perspective of a Seventh-day Adventist Christian, to examine the historical record, to see how God has led in the affairs of human beings and nations, and provide an opportunity for the student to explore the relationship of the Seventh-day Adventist Christian to the government system. Students who take U.S. History or U.S. Government and Consumer Economics elsewhere may be required to complete specified projects to ensure that the above objectives are met by all graduates of Loma Linda Academy.

GEOGRAPHY - This class focuses on basic map reading skills and how to access and interpret resource materials for research in social studies. Students will get a general overview on world topography, culture and economics issues. Students will work collaboratively to present key learning in global political issues and gain a basic introduction into globalization concepts for the 21st Century.

One Semester 5 Semester Periods

UNITED STATES HISTORY-A study of American history beginning with the reforming movements of the early 1800s and proceeding through the Twentieth Century. A re-occurring theme of the class will be the issue of national safety versus civil rights.

Two Semesters 10 Semester Periods
(Grade 11 & 12)

ADVANCED PLACEMENT (AP) UNITED STATES HISTORY - An extended and extensive study of American history beginning with the reforming movements of the early 1800s and proceeding through the Twentieth Century. This is a college level course with the goal of students taking the AP Exam in the spring.

Two Semesters 10 Semester Periods
(Gr 11 & 12)

UNITED STATES GOVERNMENT and ECONOMICS -

U.S. Government - A semester study of the process and problems of government in the United States, primarily on the national level and secondarily on the state and local levels. Emphasized in this study are the relationships between Christian citizens, the Church, and their government. The student is helped in understanding his/her privileges and responsibilities as an informed and participating citizen. Attention is given to the effects of current events on the individual citizen, the church, and the country.

Economics-A semester study of basic economic principles, a comparison of economic systems, and selected topics of concern to the individual/family consumer.

Two Sem. (Seniors only) 10 Semester Periods

WORLD HISTORY - A general survey of ancient, medieval, and modern history with the purpose of developing an understanding of the backgrounds of present-day nations and developing a keener appreciation of the outworking of God's purposes in history.

Fee: Field Trip \$30.00

Two Semesters 10 Semester Periods

ADVANCED PLACEMENT (AP) WORLD HISTORY — A rigorous and robust general survey of ancient, medieval, and modern history with the purpose of developing an understanding of the backgrounds of present-day nations and developing a keener appreciation of the outworking of God's purposes in history. This is a college level class that will prepare students to take the AP exam in the spring.

Fee: Field Trip \$30.00

Two Semesters 10 Semester Periods

WORK EXPERIENCE EDUCATION (WEE)-ON-THE-JOB TRAINING

Each student is required to be employed at a job for 100 hours during his/her high school experience. (20 hours equals one unit)

This job can be for pay or for no pay. Work permits are required for any paid job and are issued from the Loma Linda Academy Business Office. The packets concerning work permits can be obtained at the Business office. The non-paid job Work Experience Credit does not require a work permit but must be work that includes a supervisor, a work schedule, and specific duties.

The off-campus paid position must be approved by the High School Vice-Principal before the job will receive high school credit. The vice-principal will ask for a copy of the employment agreement in order to approve the job. Once it is approved, the student will submit bi-weekly paycheck stubs to the registrar with the work hours printed. The registrar will copy and record the information. Once the student has met the 100-hour graduation requirement, no further paycheck stubs will be required.

The off-campus non-paid position must be approved by the High School Vice-Principal before the position can be considered for high school credit. The supervisor must sign a letter on business letterhead stationery, providing the dates and times of the student's working hours, a description of the job duties, and a contact number in case the registrar has any questions. The student must submit bi-weekly time sheets signed by the work supervisor. The registrar will copy and record the information.

The student who works on campus for pay or no pay must complete a WEE contract. The registrar will provide this form to the student. The student will be required to have the supervising staff person complete this form. Then the student will return it to the registrar. A student who works during a class period will have his/her class schedule changed so that the work supervisor is also the attendance-taker for that class period. The student who works on campus before or after school will only need to submit to the registrar an official bi-weekly time card signed by the supervisor.

5 Semester Periods

