

# Loma Linda Academy High School Handbook 2017-2018

## INTRODUCTION

Welcome to Loma Linda Academy. We are a co-educational Pre K-12, WASC accredited school and a member of the world-wide Seventh-day Adventist school system.

### MISSION and MOTTO STATEMENTS

MISSION: The Mission of Loma Linda Academy is to provide a Christ-centered and nurturing environment to prepare students spiritually, academically, physically, and socially for higher education, for life in a global society, and for eternity.

MOTTO: Eternal Principles . . . Intelligent Choices

### 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 global citizenship with a desire to serve others

### HISTORY AND LOCATION

Loma Linda Academy is a Seventh-day Adventist community of learning consisting of four schools: The Children’s Center (3 mos-5 yrs), Elementary (TK-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, a city situated between San Bernardino and Redlands off Interstate Highway 10.

Loma Linda Academy was established in 1906 to provide Adventist Christian education for youth in the Loma Linda area. As the community around grew, LLA’s constituency grew to include 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. Loma Linda Academy emphasizes a college preparatory program with a strong reputation of scholastic, artistic, and athletic achievements.

**MESSAGE TO STUDENTS AND PARENTS**

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

LLA students and parents acknowledge, accept and agree to abide by the regulations and policies of Loma Linda Academy and to conduct themselves in accordance with the guidelines and standards set forth in this handbook. Students are expected to be responsible for their behavior and prepared to accept the consequences for their decisions.

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

**LLA HIGH SCHOOL ADMINISTRATIVE GUIDE**

<b>NAME AND POSITION</b>	<b>CONTACT INFORMATION</b>	<b>LLA: 909-796-0161</b>
LLA Headmaster PreK-12 Doug Herrmann	Ext. 3301	<a href="mailto:dherrmann@lla.org">dherrmann@lla.org</a>
High School Principal Datha Tickner	Ext. 3320	<a href="mailto:dtickner@lla.org">dtickner@lla.org</a>
High School Vice-Principal Hans Figueroa	Ext. 3350	<a href="mailto:hfigueroa@lla.org">hfigueroa@lla.org</a>
Registrar Mandi Staples	Ext. 3325	<a href="mailto:mstaples@lla.org">mstaples@lla.org</a>
Guidance Counselor Lynne Hattendorf	Ext. 3496	<a href="mailto:lhattendorf@lla.org">lhattendorf@lla.org</a>
Business Administrator Richards Brooks	Ext. 3362	<a href="mailto:rbrooks@lla.org">rbrooks@lla.org</a>
School Board Chairman Chris Johnston	909-558-2644	<a href="mailto:cwilaw@gmail.com">cwilaw@gmail.com</a>
SECC Superintendent of Education Don Dudley	951-509-2200 ext. 2206	<a href="mailto:Don.Dudley@seccsda.org">Don.Dudley@seccsda.org</a>
Athletic Director Lucio Camacho	Ext. 3694	<a href="mailto:lcamacho@lla.org">lcamacho@lla.org</a>

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# ADMISSIONS

**Qualifications for Admission** – LLA 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.

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

**Nondiscrimination Policy** – Loma Linda Academy does not discriminate on the basis of race, ethnicity, national origin, religion, sex, or disability ability in its admissions policies, educational programming or activities afforded students within the school.

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

## ***New Students***

1. Complete the online application, along with all supplemental forms.
2. Pay the Application Fee
3. Submit three recommendation forms
4. Submit transcripts for the previous two years
5. Submit a copy of the immunization records
6. Submit Physical/TB Test form
7. Upon official acceptance, schedule a Placement Exam with the Registrar
8. Pay first month's tuition and comprehensive fees through Smart Tuition to receive financial clearance
9. Meet with Registrar to complete a class schedule

## ***Returning Students***

1. Complete the online application
2. Pay the Application Fee
3. Submit Physical/TB Test form (10<sup>th</sup> grade only)
4. Pay first month's tuition and comprehensive fees through Smart Tuition to receive financial clearance
5. Finalize class schedule

## ***International Students***

1. Complete the online application along with all supplemental forms or request a paper copy of the application from the Registrar
2. Pay the Application Fee

3. Complete the Foreign Student Application
4. Complete the New Student Interview Survey
5. Submit TOEFL, TOEFL Jr. or iTEP scores
6. Submit three Recommendation Forms
7. Submit transcripts for the previous two years (translated by AERC)
8. Submit a copy of immunization records (translated into English)
9. Submit Physical/TB Test form
10. Set up interview with the Principal
11. Upon official acceptance, pay the full year's tuition and I-20 Processing Fee

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

**Immunization Requirements** – 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.

**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 has 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 can apply but are not permitted to register for any classes until clearance has been obtained.

**Special Enrollment** – Students may enroll on a part-time basis at Loma Linda Academy by completing and submitting an online application. Once an application has been submitted, please contact the high school Registrar. Part-time students are allowed to register for up to 2 classes per semester. Consideration will be given on an individual basis. The cost is \$840.00 per class/semester. Part-time status students are responsible for any supply fees that are associated with individual classes. All Special Enrollment fees are non-refundable.



# HIGH SCHOOL GENERAL POLICIES

## CODE OF CONDUCT

### **Introductory Statement**

Loma Linda Academy holds students to a high standard of excellence. LLA is an academic institution pursues the mission of academic and Christian values that are essential for success. Behavior that distracts other members of this school community from pursuing this goal will result in an appropriate response from faculty, staff, and school administration. This code of conduct policy is intended to guide students to make intelligent choices based on eternal principles and to correct behavior that is not in harmony with the standards of the Loma Linda Academy community.

### **LIFE STYLE 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

By attending Loma Linda Academy students choose to adopt a Christian lifestyle. Each student agrees to accept the moral and ethical responsibility associated with education in a Christ-centered school community, *whether on or off campus*. 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 will extend beyond the years spent at Loma Linda Academy to become a lifetime commitment to the eternal principles of honor, integrity, and morality.

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 LLA hand 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 nicotine, alcohol, or drugs.**
- **Endeavors to influence and assist fellow students in supporting these ideals.**

## **Student Expectations:**

### **Students will:**

1. Demonstrate their personal integrity by:
  - a. Attending school daily and being on time to class.
  - b. Being honest at all times by not cheating, plagiarizing, stealing, or engaging in any kind of deception.
  - c. Choosing to not use, possess, promote, furnish, or influence others to use alcohol, tobacco/nicotine, drugs or other harmful substances at ANY time, whether on or off campus.
  - d. Choosing appropriate social media etiquette that is consistent with a Christian lifestyle.
  - e. Using appropriate speech or language that is consistent with a Christian lifestyle.
2. Encourage beneficial relationships by:
  - a. Respecting myself and others and treating others the way I want to be treated.
  - b. Acting in a safe manner by refraining from or participating in any form of harassment or bullying.
  - c. Encouraging and building up rather than intimidating, threatening, or fighting with others.
  - d. Cooperating with all faculty and staff members and not being insubordinate.
  - e. Avoiding any interpersonal impropriety including, but not limited to, any form of sexual harassment and/or sexual activity on or off campus.
3. Help ensure that their campus is a safe and clean environment by:
  - a. Respecting the environment and disposing of any garbage and recyclable materials in their proper places.
  - b. Not bringing firearms, knives, chains, weapons, matches or any type of incendiary device, or any look-alike or potentially harmful instrument on campus or to any school-related activity.
  - c. Not tampering with the fire alarm system or any school equipment.
  - d. Not entering any building or room that is locked or unlocked without permission and supervision.
  - e. Not defacing, damaging, destroying, or tampering with any school or student property.
4. Positively represent their school as a serious, Christian place of learning by:
  - a. Dressing in uniform attire as outline in the dress code and that is neat, clean, modest and unaltered.
  - b. Not bringing anything on campus that might detract from the desired spiritual and academic environment on campus.
  - c. Not dressing in a manner displaying anything which indicates affiliation with an unfavorable organization.
  - d. Avoiding inappropriate displays of affection.

Any violation of any of these guidelines will result in disciplinary action by school administration and may lead to more serious consequences by law enforcement entities. When students enroll at Loma Linda Academy, they become representatives of the school and are expected to conduct themselves in ways that honor the school whether on or off campus, at any school sponsored activity, or during vacations. Loma Linda Academy shall have the sole discretion to interpret, administer, and implement all student behavior expectations and policies.

**Parent Expectations:**

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

**Parents will:**

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

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

**BULLYING**

Bullying of any kind is wrong – physical, verbal, online or off, before, during or after school. It is never acceptable. All members of the school community are committed to ensuring a physically and emotionally safe environment. We strive to value the rights of all people to learn without fear. A student shall not intimidate, harass, or shame another student through words or actions. Such behavior includes, but is not limited to, direct physical contact, such as hitting or shoving; verbal (or non-verbal digital) assaults, such as threatening, teasing, or name calling; and social isolation or manipulation. When such conduct is repetitive or appears likely to be repeated, it is considered bullying. Loma Linda Academy expects students and/or staff to immediately intervene and report incidents of bullying. Students who are found to be engaging in bullying behavior will be subject to discipline. Parents will be notified and law enforcement will be contacted if appropriate.

**INSUBORDINATION**

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

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

**PUBLIC DISPLAY OF AFFECTION/PREGNANCY**

Students are expected to maintain high Christian standards in their friendships and social conduct. Students must respect themselves, their peers, their teachers, as well as younger, elementary students,



parents and other persons who enter the campus. Public display of affection is not conducive to an academic environment. Students engaging in excessive physical contact or other activities with sexual overtone, and/or explicit sexual acts will be subject to disciplinary action up to and including dismissal from school. Marriage and pregnancy among students is considered incompatible with the school program and is not allowed.

## **SEXUAL HARASSMENT/DISCRIMINATION**

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

### **Definitions:**

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

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

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

Specific examples of the verbal or physical conduct prohibited by this policy include, but are not limited to:

#### *Examples of Sexual Harassment*

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

- i. Physical conduct—including unnecessary touching;
- ii. Verbal conduct- including, for example, remarks of a sexual nature about a person’s clothing or body; sexual slurs, threats, derogatory comments, sexually degrading descriptions, remarks about sexual activity or speculations about previous sexual experiences; spreading sexual rumors, graphic comments, or overly personal conversations;
- iii. Visual conduct—including, for example, leering, sexual gestures, or the display of sexually suggestive objects, pictures, language, cartoons, or jokes;
- g) Use of electronic means, including the Internet and e-mail system, to transmit, communicate, or receive sexually suggestive, pornographic, or sexually explicit pictures, messages, or materials.

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

**C. Consent:** “Consent” is defined as agreement, approval, or permission that is given knowingly, willingly, and voluntarily by a competent person. Consent can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption, or being asleep or unconscious.

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

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

**Issues Concerning this Policy**

Students and members of the LLA community should contact the principal or vice principal, or school counselor, in order to:

1. Seek information or training about students’ rights and courses of action available to resolve reports or complaints that involve potential sexual harassment, discrimination, or sexual misconduct;
2. File a complaint or make a report of sexual harassment, discrimination, or sexual misconduct;
3. Notify LLA of an incident, policy or procedure that may potentially include sexual harassment,

discrimination or sexual misconduct;

4. Get information about available resources (including confidential resources) and support services relating to sexual harassment, discrimination, and sexual misconduct; and
5. Ask questions about the LLA's policies and procedures related to sexual harassment, discrimination, or sexual misconduct

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

LLA encourages students who believe they have experienced any form of sexual harassment, discrimination or sexual misconduct of any nature to report such conduct promptly, to seek all available assistance, and to pursue an equitable resolution of the incident(s).

Procedures have been established to provide a supportive process for students who report harassment and to ensure an equitable process for individuals accused of discriminatory conduct. These procedures reflect LLA's efforts to conduct timely, thorough, and equitable investigations.

A written complaint will need to be filed. However, a student may feel most comfortable going to a counselor, teacher, administrator or other responsible employee first. That individual will be able to aid the student in filing a written complaint. These responsible employees have a duty to report or take appropriate disciplinary action if they find that LLA policy has been violated.

### **Filing a Written Complaint**

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

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

### **Investigation and Corrective Action**

The appropriate LLA division principal shall conduct a prompt, thorough, and impartial inquiry into any reports of sexual harassment and/or physical sexual misconduct. The principal will take immediate and appropriate steps to investigate or otherwise take steps that are reasonably calculated to end any form of sexual misconduct, whether or not a formal complaint has been initiated. Law enforcement may be called to mediate or investigate the incident. Parents will be notified when it has been necessary to involve law enforcement. The division principal and his/her administrative

committee will be responsible for decisions regarding the possible consequences for any student discipline.

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

LLA will attempt to obtain consent from the individual filing the complaint before beginning an investigation; however, there may be instances when LLA may pursue an investigation regardless of the request of the complainant, if it deems it necessary to maintain a safe and nondiscriminatory campus environment. The parties will be permitted to provide witnesses, documentation, or other evidence appropriate to substantiate their claims or defenses. The parties will be provided with periodic status updates during the investigation.

### **Confidentiality**

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

### **Retaliation prohibited**

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

### **Disciplinary action**

Any student who is found to have engaged in sexual harassment, discrimination, or sexual misconduct, is subject to disciplinary action up to and including dismissal or expulsion. The student Discipline and Citizenship policy provides guidelines and parameters for consequences for violating this policy.

Some examples include but are not limited to the following: initiating unwelcome communication with another person on any computer or phone communication system, communicating or posting unauthorized and unwanted content about another person on any computer or phone communication system, or falsely representing one's self as another person on any computer or phone communication system.

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

## **SUBSTANCE ABUSE POLICY**

Loma Linda Academy believes in and promotes a drug-free school environment and does not tolerate the use of illegal drugs or alcohol of any type on campus. Any breach in this section of the student handbook will be referred to the HS Administrative Committee and consequences as outlined in the Discipline Policy.

For any student who voluntarily comes to administration to seek help to remain free of all controlled substances, tobacco/nicotine and alcohol, the following intervention program is available:

### **Voluntary Intervention Program**

1. The student contacts any faculty or staff member and asks for assistance.
2. With the consent of the student, the faculty or staff member contacts the High School counselor who then initiates an intervention program. The intervention team includes the student, one or both parents, the school counselor, and one or 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 at the discretion of the Program Coordinator. The family will be responsible for costs of any required drug testing. Testing must occur within the time frame required by the Coordinator.
13. If the student is found to be using illegal substances or breaks any portion of the contract while in the program, the student will be asked to withdraw immediately.
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.

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

### **Mandatory Drug Testing**

1. The student is under a reasonable suspicion of being involved in drug-related activity.
  - a. Administration will bring student to the High School office.
  - b. A parent meeting will be immediately requested.

2. The parents 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 inconclusive 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:

- Demonstrate six months or 1 semester, whichever is longer, of successful academic and citizenship achievement at another high school.
- Complete a minimum of 3 months of weekly counseling with a licensed therapist.
- Provide verification of a negative drug test prior to re-applying to LLA.
- Sign a Behavior and Academic/Attendance contract with administration, in which violation in any of the terms would result in immediate withdrawal.
- Understand that a positive drug test would result in immediate withdrawal with no consideration for readmission.



## **CITIZENSHIP**

**Citizenship Grading Policy** – All demerits listed in the handbook are referring to those listed here in the citizenship section along with the appropriate consequences. A citizenship grade will be recorded each grading period, at the quarter and the semester based on the following scale:

- |                       |  |
|-----------------------|--|
| A or B = 1-4 Demerits | – Warning (meeting with vice-principal, possible community service, written assignment or contract)  |
| C = 5-8 Demerits      | – On or off campus suspension (length determined by administration), and possibly any combination of Level I consequences, disciplinary probation contract, liability for damages.   |
| D = 9-12 Demerits     | – Minimum 5-day suspension on or off campus, possibly any combination of Level II consequences, disciplinary probation contract that could include counseling or community service, liability for damages, failing grade, loss of office, ineligible to participate in extra-curricular activities for a determined length of time and possible withdrawal or expulsion. |
| F = 13+ Demerits      | – Student is asked to withdraw from school or is expelled, possibly earns a failing grade.   |

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. Poor performance in Citizenship may result in loss of privileges and could 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.

## **DISCIPLINE POLICY**

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

**Level I - 1-4 demerits.** In addition to demerits, consequences may include one or more of the following: some form of community service activity, written assignment or contract.

Level I infractions are generally minor violations that are usually first-time offenses and are considered warnings.

1. Report of student offense is given verbally or in writing to administration.
2. Student is addressed by administration and may be asked to sign a referral form
3. Demerit points and other possible consequences determined by principal or vice-principal.
4. Offense is documented in Power School by administration

5. Parents are notified and provided a copy of what is documented in Power School.

*Examples of Level I infractions include but are not limited to:*

- Dress Code violations (1<sup>st</sup> or 2<sup>nd</sup> offense)
- Use of cell phones in class (see more details in cell phone policy)
- Classroom behavior detrimental to the teaching environment
- Student vehicle policy violation
- Public display of affection
- Unauthorized access to school property (climbing fences, popping doors, etc.)
- Talking back to or disrespecting a teacher
- Use of profanity
- Gambling
- Truancy (1<sup>st</sup> offense) or when a student has reached 9 unexcused absences for classes that meet 5 days a week and 5 unexcused absences for classes that meet 4 days a week
- Any minor disregard for student regulations or policies

**Level II - 5-8 demerits.** In addition to demerits, consequences will include one or more of the following: any combination of Level I consequences, on or off campus suspension, disciplinary probation contract, liability for damages.

Level II infractions are generally major violations of LLA's rules, regulations and policies.

1. Report of student offense is given verbally or in writing to administration.
2. Administration questions student and possibly begins an investigation.
3. Parents are notified of offense and a meeting is scheduled with an administrator.
4. Administration determines exact number of demerits and suspension.
5. Offense is documented in Power School.
6. Parents are provided a copy of what is documented in Power School.

*Examples of possible Level II violations include but are not limited to:*

- Multiple or flagrant Level I infractions
- Major classroom disruption
- Willful disrespect toward a student or teacher
- Insubordination
- Truancy (2<sup>nd</sup> offense) or more than 14 unexcused absences for classes that meet 5 days a week or 10 unexcused absences for classes that meet 4 days a week
- Dishonesty that includes falsifying excuses/signatures/phone messages
- Plagiarism or cheating, 1<sup>st</sup> offense (see Academic Integrity Policy for further details)
- Defiance of authority
- Possession of or involvement with of pornographic material
- Language, gestures, or behavior that is vulgar or obscene
- Fighting, hostile action, hazing or any willful act that may cause injury
- Minor bullying, hazing or harassment of another student or teacher (1<sup>st</sup> offense)



- Theft, invasion of privacy, possession of stolen property or destruction of another's property (1<sup>st</sup> offense)
- Throwing food or drink or smearing another's uniform or person
- Inappropriate electronic posting/digital communication or involvement on social media of anything that defames students, school personnel or entities as deemed inappropriate by LLA administration
- Purposeful vandalism (1<sup>st</sup> offense)
- Dress code violation (3<sup>rd</sup> offense)
- Willful disobedience of the Lifestyle commitment/Student handbook policies

**Level III - 9-12 demerits.** In addition to demerits, consequences will include one or more of the following: any combination of Level II consequences, suspension, disciplinary probation contract that could include counseling or community service, liability for damages, failing grade, loss of office, ineligible to participate in extra-curricular activities for a determined length of time and possible withdrawal or expulsion.

**13+ demerits will result in student being asked to withdraw from school.**

Level III infractions are serious violations of LLA's rules, regulations and policies.

1. Report of student offense is given verbally or in writing to administration.
2. Administration questions student and begins an investigation.
3. Parents are notified of offense and a meeting is scheduled with an administrator. Parents **may** be allowed to meet with LLA's Administrative Committee.
4. LLA's Administrative Committee determines consequences.
5. Offense is documented in Power School.
6. Parents are provided a copy of what is documented in Power School.

*Examples of possible Level III violations include but are not limited to:*

- Truancy (3<sup>rd</sup> offense) or more than 18 unexcused absences for classes that meet 5 days a week or 14 unexcused absences for classes that meet 4 days a week
- Multiple, flagrant and serious Level II infractions
- Immoral or scandalous conduct (any speech, writing) on or off campus at any school function or at any time
- Defiance of authority and/or school policies of a serious nature
- Theft or destruction of another's property
- Possession/use of any weapon, including but not limited to knives and firearms (real or imitation) or pepper spray
- Possessing, furnishing, using, distributing, selling, purchasing, transporting or being under the influence of any controlled substance or intoxicant (including alcohol, nicotine, or any drug paraphernalia) on or near school property or at any school function.
- Selling, distributing, or giving one's prescription medication to another student.

- Lighting fires, and/or possessing, using or threatening to use any incendiary or explosive devices.
- Direct involvement as principal or accessory in any malicious mischief
- Direct involvement as principal or accessory in any crime where student arrest or arraignment takes place
- Any inappropriate sexual activity, excessive physical contact, or other activities with sexual overtone or sexually explicit acts. (Marriage and pregnancy among students is considered incompatible with the school program and is not allowed.)
- Any sexual or aggravated assault on or near school property, at any school function on or off-campus
- Serious harassment (verbal, written, electronic, sexual, physical, etc.), hazing or any willful act that may cause injury (mental or physical) to another person
- The use of any hate language or the distribution of any hate literature including that which is racial, ethnic, sexual, gender related or religious in nature
- Conspiracy or the act of a serious dishonest behavior that includes falsifying documents
- Cheating, plagiarism or academic dishonesty (2<sup>nd</sup> or 3<sup>rd</sup> offense, see Academic Integrity Policy for further details)
- Cheating or plagiarism on a final exam, AP exam, or placement test (1<sup>st</sup> offense)
- Construction and use of web sites or social media sites that defame students, school personnel or other entities as deemed inappropriate by LLA administration

**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.*

**Suspension:** Discipline matters deemed severe enough to warrant action by the school's Administrative Committee are serious and may begin a process that could lead to the student's dismissal. The committee is made up of the principal, vice-principal, registrar, school counselor and two faculty representatives. Invitees could include the headmaster, board chair and educational superintendent. Progressive discipline will generally apply. However, there may be circumstances where progressive discipline is not appropriate and immediate removal may be necessary.

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

**Criminal Act:** If a student is convicted of violating a criminal statute, on or off campus, the student will be asked to withdraw from school. Loma Linda Academy reserves the right to involve the police and/or other law enforcement agencies when deemed necessary.

**Administrative authority:** If deemed necessary, the Administration can suspend a student for up to ten school days in addition to assigning demerit points. Any class assignments given to students during suspensions may or may not be completed at the discretion of the teacher.

**Appeal Process:** Any appeal (by a student or parent) to a disciplinary decision made by the school must follow the procedure as outlined in the Pacific Union Education Code:

1. Submit the appeal in writing to the Principal and work toward a resolution that will end the appeal.
2. Submit the appeal in writing to the Administrative Committee and work toward a resolution that will end the appeal.
3. Only the parents and student will be permitted to meet with the Administrative Committee and work toward a resolution that will end the appeal.
4. If no resolution is met, submit appeal in writing to the Student Affairs Committee, a sub-committee of the school board. This is the final step and this committee determines final outcome. The parents and no other person(s) **may** be permitted to attend this meeting except with the express permission of the chair of this committee.

**Readmission to Loma Linda Academy:** Any student who has been asked to withdraw or is expelled shall be allowed to apply for readmission after one full year. If a student desires to be readmitted to LLA they shall submit a written application to the principal, who shall recommend admission or non-admission.

The application should include:

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

**Redemption:** A student will start each school year with a clean slate without carrying over demerit points from the previous school year. Demerit points will accumulate throughout the school year that could possibly result in more serious consequences if a student continues to accumulate demerits. If a student goes nine weeks without receiving further demerits following an incident, the total number of demerit points may be cut in half by administrative initiative. If a student continues another nine weeks without any demerits, the number could be cut in half again.

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

### **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** – Parker (formerly known as True Grits) is the one company of approved clothing for on-campus. Uniforms should be in good condition and worn properly with appropriate accessories. Shorts

and skirts must be modest while standing, sitting, or climbing stairs. ALL shorts and skirts MUST fall mid-thigh or lower. Sagging pants are unacceptable. Extremely short shorts with an inseam of less than 5 inches or that exposes butt cheeks are unacceptable. Underwear should not be visible under clothing. Any visible layers should be in school uniform colors. Uniforms may not be altered from the original style of the article of clothing. Any varsity gear (team warm-ups or team uniforms) is not considered a school uniform and cannot be worn to class. Varsity jackets or sweatshirts may only be worn as outerwear. School uniforms are to be worn during school hours from zero period through 5:00 p.m.

**Outerwear** – Parker or 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 solid school uniform colors. Students are permitted to wear appropriate/modest tights under their uniform in school colors. Leggings and yoga-style pants are not allowed to be worn alone. Parents are urged to assist their student in coming to school prepared for cold weather. School accepted outerwear is NOT allowed to be worn under a uniform shirt or in place of a uniform shirt.



**Jewelry** – Pierced body jewelry beyond the ear is not allowed. Earrings are to be conservative in size and number. Spacers are not allowed. The jewelry policy is in effect at all school-sponsored events on and off campus.

**Tattoos** – No visible tattoos are permitted on students attending LLA while on campus during school hours or on any official school-sponsored activity or presentation.

**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**

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 demerit on their Citizenship grade and respective consequences according to the Discipline Policy. The student will be sent a Uniform Notice referral and a copy will be sent home.

Second violation: The student will receive 2 demerits on their Citizenship grade and respective consequences according to the Discipline Policy. The student must make the needed change in attire to be allowed back into the classroom. The violation will be recorded. A Uniform Notice referral will be sent home.

Third Violation: *The student will not be allowed to return to class until a parent/family member brings the necessary uniform item to the High School office.* The student will receive a Uniform Notice referral and will be assigned 3 demerit points on their Citizenship grade and respective consequences according to the Discipline Policy. A one-day suspension, a parent meeting, and a behavioral contract for continued attendance at Loma Linda Academy will be issued.

## **STUDENT LIFE POLICIES**

### **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.

### **CLOSED CAMPUS**

**Leaving Campus:** Loma Linda Academy strives to create a secure campus for the safety of our students and is a closed campus. 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, parents will be notified, and the student will serve the consequences for truancy as outlined in the Discipline Policy. 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.

**Parking Lot:** 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.

### **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. All seniors must be enrolled in at least 5 classes.

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

### **COLLEGE DAYS VISITS**

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

### **DISASTER PREPAREDNESS**

Loma Linda Academy has a Disaster Protocol Manual, which outline, among other things, fire, earthquake and lock down drills. Campus wide drills are held regularly. Two steel bunkers house the main emergency equipment: a generator, first-aid supplies, blankets, food and water.

### **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. If necessary, 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.

**Medications:** State law (California State Education Code, Section 49423) requires schools to adhere to strict guidelines concerning student medications. 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

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

**Emergency Medication:** A student who needs emergency medication may carry it in their backpack with a doctor's note, or a prescription label attached. Inhalers, Epi pen, and Insulin are examples.

**Student Accident Insurance:** Loma Linda Academy provides student accident insurance for all students. This policy provides secondary coverage for school-related accidents. All such 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.

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.

## **HOMEPASS**

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 ONLY who do not have 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, 5 or 7. A student with a free period in 2, 3, 4, 5, or 7 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. Students with a 6<sup>th</sup> period Home Pass are expected to leave campus by the time 6<sup>th</sup> period begins. Students with a 1<sup>st</sup> period Home Pass are not to be on campus until 5 minutes before their 2<sup>nd</sup> period begins.

## **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.

## **LEADERSHIP ELIGIBILITY**

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

- An A grade on their Citizenship grade for the semester prior to election
- An A grade in Attendance for the semester prior to election.

- GPA of 2.500 or above with no F's in the semester prior to election.

Students are expected to maintain these standards throughout the term of office. To maintain a leadership office a student must:

- Maintain a cumulative GPA of 2.5 with no F grades while in office.
- Maintain an Attendance grade of a B or higher.
- Maintain a Citizenship grade of a B or higher.
- Uphold the Academic Integrity Policy.

Officers who fall below these criteria will be placed on probation for one quarter. If they have not remedied their deficiencies, or if it happens a second time during their term, they will be asked to resign their office for the remainder of their term. Serious violation of the Academic Integrity Policy or Life Style Commitment may result in immediately forfeiting their elected office or being ineligible to run for office in the future.

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.

## **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 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. 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. Gentle treatment of books, magazines, computers, tapes, and other materials insures that future patrons will be able to reuse these materials.

**Study Hall:** Students in study hall will study or use materials for personal enrichment quietly. 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.

## **LOCKS, LOCKERS, AND BACKPACKS**

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

**Gym Locker Room:** The gym locker room is to be used only during the beginning and end of a student's PE class. The doors will be locked during class time and when the Gym is not being used for classes. Locker rooms are off limits for students unless they have a PE class. Students should not bring backpacks or any other valuables into the locker room during PE class time. No cell phones or other electronic devices should be left in the locker room or in the lockers. Gym lockers are for PE uniforms and shoes only.



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.

**Backpacks:** Backpacks are for the storage and transport of school related items and personal effects. With reasonable suspicion, the administration reserves the right to inspect a student's backpack at any time. The school is very limited in its ability to track down items stolen from backpacks left unattended. In an effort to motivate students to care for their backpacks and personal effects, 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.

### **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 Worships 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 discovery of unacceptable housing could result in dismissal.

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



## **PERSONAL PROPERTY**

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

- Students may not be in any school building or outside area without the supervision of a school staff member.
- The school does not assume responsibility for students' lost or stolen property for students who are on campus.
- A student is expected to pay for damages he or she causes to school or personal property.
- Students will be assigned lockers with combination locks. No private locks are permitted. Unauthorized locks may be cut off without notice.
- Locker displays are subject to the general regulations of the school. Students are urged to keep their lockers clean at all times and to avoid sharing their locker combinations with others. All changes in lockers must be made through the office. Intentionally defacing or damaging lockers (or any other school property) is reason for immediate disciplinary action.
- The school discourages students from bringing large amounts of cash to school.
- The school is not responsible for musical instruments brought on to campus during school hours.
- Lost and found articles should be turned in to the office where owners may claim their property. The school reserves the right to donate or dispose of articles not claimed after one quarter.
- The school does not assume responsibility for damage or loss of personal property brought to or left on the school premises.

## **School Search Policy**

The Loma Linda Academy School Search Policy is effective for all students attending LLA. This policy is designed to balance the privacy of the individual student while allowing school officials to maintain a safe environment for all students.

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

## **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.

### **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 placard will be issued and must be placed on the rear view mirror. Any change in vehicle must be communicated to the High School Office.

Cars are not to be used during the day except for a 6<sup>th</sup> 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.

### **SCHOOL SPIRIT**

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

### **SKATEBOARDS, BICYCLES AND SCOOTERS**

Skateboards, bicycles and scooters and other rolling sports equipment are not allowed on campus at any time. Skateboards and scooters should not be used as a means of transportation to school. These items are not safe to use on campus.

### **STUDENT ACTIVITIES**

The high-school sponsors a number of activities designed to develop student leadership, to promote school spirit, and 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.

### **STUDENTS OF AGE**

Students, who turn 18 years of age prior to graduation from Loma Linda Academy, surrender their non-minor rights while on campus or during any school-related activity. They are required to abide by all

school rules and policies. This includes, but is not limited to, the signing of attendance irregularity notes, permission slips, off-campus privilege forms, and parent-teacher communication forms, all of which require parental involvement, approval, and signature.

### **TEACHER ASSISTANTS**

Students are encouraged to work for teachers on campus. 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 must complete a *Student Worker Agreement Form* with their supervisor each semester and return it to the High School office. 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 and out only when working at tasks assigned by teacher and on the bio scanner located in the Student Services lobby or by the Physical Plant office.
4. Maintaining computer use guidelines and standards as outlined in this policy handbook.

### **TECHNOLOGY AND COMMUNICATION POLICY**

**General 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.

**Cell Phones, Tablets, or Speakers:** Students are not permitted to have phones turned on or use them during class time. Violations will lead to confiscation. Students are not allowed to record other students or teachers without express permission. Any inappropriate use of cell phone or other device in text messaging, recording, loud speakers, or electronic photo capabilities will lead to immediate confiscation, and may lead to further disciplinary action.

1. First offense = phone or device taken by school personnel, turned in to office. Student may pick up after school.
2. Second offense = phone or device taken, turned in to office. Parent must pick up phone and meet with administrator. A \$5 retrieval fee will be charged.
3. Third offense = phone or device taken, kept in office for the remainder of the school year.

*A teacher may give permission for students to use their smart phones during class for specific purposes.*

**E-mail and Social Media** – 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 as outlined in the Discipline Policy on page 14. Every student should be reminded that they sign a Lifestyle Commitment to live in harmony with Christian moral principles both on and off campus.

**School Telephones** – 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.

## 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.
- 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** the guest will attend. This includes obtaining a Visitor 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 except for 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.



# ACADEMIC INFORMATION AND POLICIES

## ACADEMIC COUNSELING SERVICES

The school counselor is available for consultation and advisement if a student has academic, behavioral, or emotional issues. A referral list is available for off-campus counseling services, but parents should also check with their health-care providers.

### Guidance Recommendations:

#### Freshmen:

- Develop/review four-year plan
- Develop college, potential major in college, and career goals
- Visit college websites to learn admission requirements and financial aid information
- Visit Career Center to learn what resources are available
- Tour potential colleges with parents
- Attend College Fair
- Take on-line Kuder Career Tests in English class
- Read the College Admissions Handbook located at [www.lla.org](http://www.lla.org) (*then click high school, academics, career and counseling*)

#### Sophomores:

- Review four-year plan
- Continue to develop college, potential major in college, and career goals
- Take the PSAT in October
- Attend College Fair
- Tour potential colleges with parents
- Continue to visit college websites
- Review the College Admissions Handbook located on our website

#### Juniors:

- Review four-year plan and grades/transcript
- Review college, major and career goals
- Take the PSAT in October
- Attend College Fair
- Take Career Education Unit in Christian Beliefs for a deeper look at career testing, college applications, resumes, job interview techniques, ACT/SAT info
- Take SAT/ACT in the Spring if applying to competitive colleges
- Review the College Admissions Handbook located on our website

#### Seniors:

- Complete College Recommendation Questionnaire and give to those teachers and guidance counselor who will be writing your recommendations
- Create list of teachers for recommendations
- Allow a minimum of three weeks for people to write your recommendations

- Finalize college lists and apply by deadlines
- Take SAT/ACT by December at the latest
- Apply for financial aid by college and state deadlines (FAFSA and/or Profile as required by colleges)
- Attend Financial Aid Workshop
- Review the College Admissions Handbook located on our website

## **ACADEMIC CREDIT RECOVERY**

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

1. Contact the Registrar as soon as the grade is reported on the semester grade report.
2. Complete a petition form requesting credit recovery, available at the Registrar's or Guidance Counselor's office and return to the high school office. The petition will be considered by the Guidance Committee.

Students who have earned a D or below may petition to repeat a course in order 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.

*Please note that for any online or off-campus classes, there is a fee charged by the institution you enroll with.*

## **ACADEMIC INTEGRITY**

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.

**Honor Code:** 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

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

#### Definitions and Guidelines:

- **Academic Integrity** – is a commitment to the values of honesty, trust, fairness, respect, and responsibility in the academic process.
- **Cheating** – Giving or receiving unauthorized assistance in any academic work or examination. Using or attempting to use any unauthorized materials, information or study aids in an examination or academic work. Using dishonest, deceptive, or fraudulent means to obtain, or attempt to obtain credit for academic work. Examples that may be considered cheating includes but are not limited to:
  - Passing off another students work as ones own.
  - Using note, aids, devices or the help of other students on any academic work or tests.
  - Looking at or copying another student’s homework, tests, answers or allowing another student to copy one’s own work or answers.
  - Obtaining answers from the internet, copying from the back of the book, or changing answers
  - Stealing tests, answer keys, or another’s tests or papers
  - Habitual absenteeism on test/assignment days
  - Excessive outside assistance from a tutor, another student, source or individual to produce work or answers to substantially change the quality or accuracy of academic work.
- **Plagiarism** – Representing the ideas or language of others as one’s own.
  - Using text from another source (e.g. web sites, books, journals, newspapers, etc.) without documenting the source
  - Using a direct quotation from a text without quotation marks, even if the source has been cited correctly
  - Paraphrasing or summarizing the ideas or text of another work without documenting the source
  - Substituting a word or phrase from the original text while maintaining the original sentence structure
  - Citing sources incompletely with 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.

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

**It is the student's responsibility:**

- To read, understand, and follow the Academic Integrity Guidelines
- To authenticate any assignment submitted to a teacher. Students must be able to produce proof that the submitted assignment is actually their own work by:
  - Keeping copies of all drafts of work
  - Keeping photocopies of research materials (including information 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
- 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 Reference pages accurately and appropriately
  - Submitting only his/her own work

**Academic Misconduct Consequences**

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

*Second Incident*

- Zero grade on submitted work

- Notification of administration and parent/guardian
- Conference with administrator, teacher, and parent/guardian
- Two-day in school suspension
- Loss of any current elected office and club or team membership
- Demerits assigned and other possible Level III consequences (see Discipline Policy) that will affect Citizenship Grade.
- Student will be ineligible to run for elected office or NHS membership for **one year after** the cheating incident.

#### *Third incident*

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

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

### **ACADEMIC PROBATION**

All students are expected to perform at a high academic level and maintain a minimum GPA of 2.0 to retain regular status. Academic Probation status will be evaluated four times a year (quarter one, semester one, quarter three and semester two). A student will be placed on Academic Probation when his/her GPA falls below a 2.0 or if they have any F's when they are evaluated. Students will have one quarter to remove themselves from Academic Probation or then will move on to the next level as listed below. It may be the recommendation of the Administrative Committee to have a student withdraw based on low academics. 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.

Level 1 – Students will be required to meet with the either the Vice Principal, Registrar or Guidance Counselor to assess progress and determine academic plan.

Level 2 – If academic deficiencies have not been addressed, students and parents will be asked to meet with the either the Vice Principal, Registrar, or Guidance Counselor to formulate a contract which establishes expectations for students, parents, and teachers. An SST (Student Study Team) meeting may be part of the contract.

Level 3 – If the deficiencies have not been addressed, students and parents will be asked to meet with Administration for the last time to personalize a "last chance" plan.

If such student has not resolved the deficiencies at the end of being on level 3 at any time during the school year, continued enrollment will be reserved until the Administrative Committee has met and evaluated the student's potential and/or interest in future academic success at Loma Linda Academy. A student may be asked to establish a pattern of academic success elsewhere for a minimum of one semester before re-applying to LLA. A student who is reaccepted may be subject to a probationary contract.

## **ACCELERATION**

A student may complete a four-year program in three years under this program policy. It is our desire to place all students in the appropriate grade for optimal learning. The areas that need to be assessed for acceleration are academics (include grades and standardized test scores, etc.), social skills, emotional and physical development and organization. The needs of the WHOLE child must be considered and not just one outstanding area.

### **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 for 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 colleges' entrance requirements.**

## **ATHLETIC ELIGIBILITY**

**Academic Eligibility Requirement**— In order to participate in a varsity sport for PE or elective credit, a student must have a minimum 2.0 GPA, no more than two D's, and no F's. The Athletic Department's "flag" system will be academic wide and not viewed as individual class requirements.

**Tryouts** - For tryouts, the grading period prior will be used to determine eligibility. If a student is below the stated requirement, the student must request to try out for any upcoming sport. This request will be reviewed by the coach, athletic director and registrar.

**To Maintain Eligibility to Play** - If at any point a student athlete falls below the academic eligibility standard they will be considered “Yellow Flagged.” If the student athlete fails to bring his/her grade up after the initial “Yellow Flag” they will then be “Red flagged.”

*Yellow Flag-* This is a warning that the student is below academic eligibility standard, the student-athlete will still be eligible to participate in contests and practices.

*Red Flagged-* the student-athlete will not be able to travel or play on the team during this one-week period. The athlete will be required to attend all practices during this one- week period.

**Three consecutive weeks of failed academic eligibility** -If the student athlete fails to bring his grade up after the initial “Red Flag” (3 consecutive weeks now being below standard) they will be removed from their team and placed in a PE class if credit is needed. If a student athlete is removed from a team, this will be final and they will not be allowed to return to the team at any point during the season. There will be no refund for fees, spirit packs or any other monies paid. If at any time, prior to being removed from a team, a student athlete raises their grade to the required level the process would start again from the beginning.

This eligibility status will be Monday – Monday, grades will be taken from Power School every Monday morning by 10:00 am, this will determine consequences till the following Monday. Students will be unable to change their status after this time until the following Monday.



## ATTENDANCE POLICY

Loma Linda Academy believes that the classroom experience cannot be duplicated. Success in school is often related to a student’s attendance. Students who are absent from classes miss a variety of significant learning experiences that harms the student academically and places an unnecessary burden on the teacher and student. Our community of parents, faculty, and administrators are all needed to help our students achieve good attendance habits each year.

**20% Rule:** Any student who is absent from a class for more than 20 percent of the periods in a semester for any reason (excused or unexcused), except for school-related activities, will not receive credit in that class. Where special circumstances exist (e.g. prolonged illness), a student may petition the Administrative Committee for reinstatement to the class.

- 20% absence policy is based on per class attendance.
- For classes that meet 5 times a week, 20% = 18 absences
- For classes that meet 4 times a week, 20% = 14 absences
- If a student misses a whole day of classes they will receive an absence in each class. This DOES count towards the 20% absence policy for each class.

Examples of (but not limited to) absences that count toward the 20% rule:	Examples of (but not limited to) absences that DO NOT count toward the 20% rule:
<p><b>Excused absences:</b></p> <ul style="list-style-type: none"> <li>• Illness</li> <li>• Medical, Dental, Optometrist, or Chiropractic services</li> <li>• Student has to appear in court</li> <li>• A hardship situation exists where the principal approved the absence</li> <li>• Pre-arranged family vacation</li> </ul> <p><b>Absence due to Tardies</b></p> <p><b>Unexcused Absences</b></p> <ul style="list-style-type: none"> <li>• Religious holiday</li> <li>• Student has an employment conference</li> <li>• Family vacation where absences were NOT pre-arranged</li> <li>• Student is attending a non-school religious retreat</li> </ul> <p><b>Truancy</b></p> <ul style="list-style-type: none"> <li>• Skipping class</li> <li>• Leaving campus</li> <li>• Leaving class without permission</li> <li>• Being in the school parking lot without a pass</li> <li>• Loitering on campus without a pass</li> </ul>	<ul style="list-style-type: none"> <li>• Class field trips</li> <li>• Leadership Conference</li> <li>• Music Tour</li> <li>• SECC Junior/Senior Bible Conferences</li> <li>• College Days 2x (up to 4 days each)</li> <li>• LSU University Experience</li> <li>• Music Festivals</li> <li>• Senior Trip</li> <li>• Death of a member of the immediate family</li> <li>• Field Trips</li> <li>• School Sports (leaving early for games or tournaments)</li> <li>• Other trips &amp; activities approved by administration</li> </ul>

**Tardies:**

- Students are considered tardy if they are not inside the classroom when the late bell rings.
- Every 3 tardies (per class) equals one unexcused absence.
- **ALL tardies, excused or unexcused, will count toward the policy of every three tardies equaling an unexcused absence.**
- Tardiness is defined as a student late to school or to class during the first 10 minutes of the period. After 10 minutes the student will be marked absent.

- Students may only have their absences changed to tardies if they arrive to class prior to the 20-minute mark. It is the student's responsibility to talk to their respective teacher to have this change made at the teacher's discretion.
- Multiple tardies will subject the student to disciplinary action.
- Parents are only allowed to excuse tardies for the first period of their student's school day. Once a student is on campus, tardies and absences during the rest of the school day cannot be excused by parents.

***Teachers are allowed to require students to adhere to a stricter policy in their classes.***

**Late Arrival Policy:** Students arriving late to school for first period must sign in at the High School office and get a GREEN tardy slip in order to be admitted to class.

**Excused Absences:** Missing class harms the student academically and places an unnecessary burden on the teacher and student. Examples of excused absences are listed in the chart above.

- For any medical, dental, optometrist, or chiropractic appointments. Students must bring a medical note upon return to campus.
- Parents/guardians are requested to call or email the high school office by 9:00 a.m. on the day of a student's absence.
- When a parent/guardian fails to call or report an absence on the same day, the student has **ONE WEEK** following the absence to clear or excuse an absence. Failure to clear an absence will be considered a truancy violation. Attendance Policy as well as Discipline Policy consequences may incur.
- **Even excused absences contribute to the 20% rule.**
- In order for a student to be eligible to participate in any school athletic activity, the student must attend at least 50% of their classes on the day of the event.

**Truancy/Unexcused Absences:** Unexcused absences are considered unacceptable by Loma Linda Academy and begin with a Level I infraction in the Discipline Policy. A truant may not be excused by anyone other than an administrator. A full day of truancy/unexcused absences is given when a student has missed three or more classes.

*Examples of truancy or an unexcused absence may include, but are not limited to:*

- skipping a class during the school day
- being in the school parking lot without a pass
- leaving campus without permission and/or without signing out
- loitering on campus without a pass
- leaving class without the teacher's permission
- family vacation
- staying home to work, study, babysit, shop, go to the beach, etc.

*Consequences for truancy may include, but are not limited to:*

- Conference with administrator or school counselor
- Parent and student contract
- In-school suspension

**Pre-Arranged Absences** – Any “pre-arranged absence” must be submitted to the High School Administration at least one week in advance. *Pre-arranged absences may be excused but they still count towards the 20% absence policy.*

- 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.
- The length and type of makeup work for the pre-arranged absences will be at the discretion of the teacher and dependent 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.

**A student’s attendance record may affect NHS membership and leadership/office eligibility.**

**Notification and Consequences:** After every 4 absences in an individual class, a student and parent will be contacted notifying them of the student’s attendance status. The consequences listed below refer to cumulative absences for individual class periods.

For classes that meet 5 times a week:

- 9 absences – Level I infraction of Discipline Policy: parent notification, demerits assigned (*5 absences if in a class that meets 4 days a week*)
- 14 absences – Level II infraction of Discipline Policy: parent notification, demerits assigned, contract formulated, on-campus suspension (*10 absences if in a class that meets 4 days a week*)
- 18 absences – Level III infraction of Discipline Policy: parent notification, demerits assigned, suspension, failing grade, loss of office, ineligible to participate in extra-curricular activities for a determined length of time and possible withdrawal from school (*14 absences if in a class that meets 4 days a week*)

**CLASS ADD/DROP**

To add or drop a course, students must complete an Add/Drop Slip and obtain approval from their parents, the teacher, and the Registrar.

Any changes made after classes begin must follow these guidelines:

- Students who wish to Add a course must do so within the first two weeks of a semester and are responsible for making up all work missed.
- Students who wish to drop a course within the first two weeks of the first day of a semester may do so without a grade being recorded for that class.
- Students who withdraw from a class after the first two weeks of the first day of a semester will have a WF (withdraw fail) recorded on the report card and transcript that is calculated in the student’s GPA.
- If a teacher recommends a student drop a class after the first two weeks of a semester, it will be documented with a W (withdraw) but will NOT be calculated in a student’s GPZ.



## CLASS LOAD

Students are required to carry at least 25 credits of school work (five core classes) each semester. All seniors must be on campus for a minimum of five periods during the school day, with no more than two study halls, unless they have obtained approval from Administration. Unless an exception is made, a student may enroll for a maximum class load of 70 semester periods each year. The Guidance Committee may set a lower maximum load for a student who is not maintaining satisfactory grades.

## COMMUNITY SERVICE

Recognizing the value of service to character development and citizenship, Loma Linda Academy expects each student to perform 25 hours of service each year of enrollment at a school. These hours will show on a student's transcript. Hours must be recorded for each term and may not be rolled over into any other term. 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.

## GRADE REPORTS

The school year is divided into four quarters of approximately nine weeks. At the end of each period grades will be finalized on the Power School 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. The following grading and honor point system is used:

Grade	Meaning	Honor Point
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	0
I	Incomplete	Not counted
W	Withdrew	Not counted
WF	Withdrew Fail	
AU	Audit	



## GRADUATION

Graduation activities for the 12th grade are planned and conducted by the administration of Loma Linda Academy. Student participation in the graduation activities is a privilege and not a right. The administration of the school reserves the right to deny participation in the graduation activities to any student who does not meet the established criteria for academic and citizenship standards. During the 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 the remaining graduation activities.

## GRADUATION REQUIREMENTS

**Graduation Proficiency Requirement:** Prior to graduation, each student is to demonstrate a proficiency level of ninth grade (9.0) in mathematics skills, reading, and writing as demonstrated by the results of a union adopted standardized test measuring basic skills. All students, domestic or international, may not reach 20 years of age prior to the day of graduation. No 12<sup>th</sup> grade student will be accepted for 2<sup>nd</sup> semester only.

### **Basic or Minimum Requirements to Graduate: 240 semester credits**

English	=	40 semester credits over 4 years
Math	=	20 semester credits over 2 years
Science	=	20 semester credits over 2 years
US History	=	10 semester credits taken in 1 year
US Govt.	=	5 semester credits taken in 1 semester
Economics	=	5 semester credits taken in 1 semester
Religion	=	40 semester credits or must be taken each sem. of attendance
Fine Arts	=	5 semester credits taken any time in 4 years
Health	=	5 semester credits usually taken freshman or sophomore year
Computer App.	=	10 semester credits taken freshman year
Physical Educ.	=	30 semester credits (20 taken freshman and sophomore year)
Applied Arts	=	10 semester credits taken any time in 4 years
Foreign Lang.	=	Highly recommended
Comm. Service	=	25 hours each year totaling 100 hours in four years
Work Exp.	=	100 hours total in 4 years

***Note: A more detailed and comprehensive chart of academic requirements for college entrance can be requested from the school registrar or guidance counselor.***

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 100 hours of community service
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.

### HIGHER LEVEL CLASSES (HONORS/AP/COLLEGE)

Loma Linda Academy offers classes in certain select courses that are considered advanced in their degree of difficulty. Student's may enroll in a maximum of four Honors/College and/or AP classes at one time. Enrollment in these classes is subject to the permission of the teacher and/or academic department requirements. Exceptions must be petitioned with the Guidance Committee.

### 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 within two weeks past the grading period in which they received an incomplete. If the work is not completed within this time limit, the incomplete automatically becomes an "F."

### LANGUAGE PROFICIENCY EXAMINATION

**Spanish Language Proficiency Examination:** A student who speaks Spanish as a primary language or has taken his/her schooling for a number of years in Spanish may petition the Guidance Committee to take a proficiency test given by the school. The fee for the test is \$75 and the student must pass the test at a

90% or higher to receive credit. It will be recorded on the transcript as “Pass by Exam” and given 10 credits for Spanish.

**Other Languages:** Students proficient in other languages or whose native language is not English may take the SAT single subject test in their language to receive credits required for entrance to UC schools.

### **OFF-CAMPUS CLASSES**

Classes required for graduation must be taken on campus. However, if a student wishes to take a non-required class off campus and wishes to have the class recorded on his/her transcript, then he/she must complete a Guidance Petition. Transfer grades will not be recorded unless prior approval is obtained for the class. A list of off-campus schools is available in the high school office. Classes taken online must be from an approved WASC accredited institution.

### **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.

### **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. All rehearsals and preparation events must be supervised by a Faculty sponsor.

#### **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, an administrator, and a student representative. Auditions may 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. Improvisational 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.

## **RESOURCE CLASSROOM**

All Adventist children deserve the opportunity to learn in an Adventist school. Loma Linda Academy, utilizing the unique resources available, educates 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 student’s learning, an SST meeting is held. The counselor schedules the SST during which time a written plan is developed to help the student be more successful in school.

**Qualifying** — In order to establish the presence of a learning disability, the student must have psycho-educational testing. As defined by federal and state laws, a learning disability is established when testing shows 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.

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.

## **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 6<sup>th</sup> period must

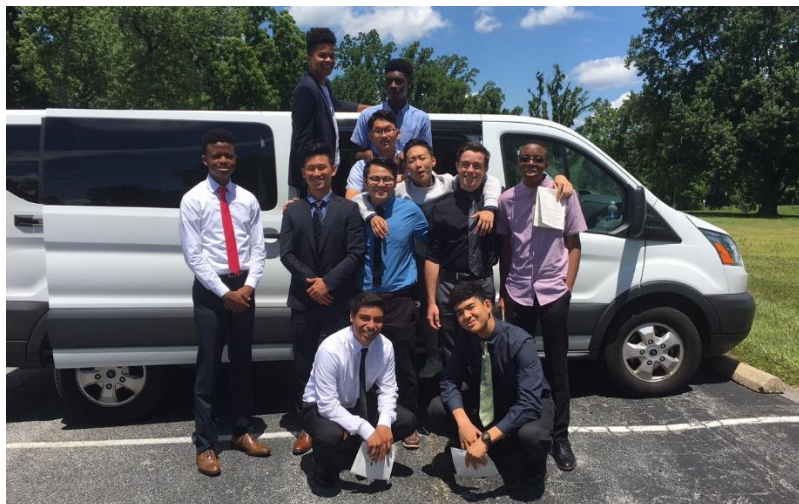
leave campus. Students assisting a teacher during a class period must arrive at work on time and stay through the whole period.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
7:05-7:55	No 0 Period	0	0	0
8:00-8:50	1	7	1	1
8:55-9:45	2	2	7	2
9:50-10:00	Homeroom	Homeroom	Homeroom	Homeroom
10:05-10:55	3	3	3	7
11:00-11:50	4	4	4	4
11:55-12:35	Lunch	Lunch	Lunch	Lunch
12:40-1:30	5	5	5	5
1:35-2:25	6	6	6	6
2:30-3:20	Additional Required class - 7*	Additional Required class – 1*	Additional Required class– 2*	Additional Required class – 3*
3:25-4:45	LABS	LABS	LABS	LABS

**FRIDAY SCHEDULE**

TIME	FRIDAY
7:05-7:55	0
8:00-8:50	1
8:55-9:45	2
9:55-10:45	Chapel
10:55-11:45	3
11:50-12:40	7
12:45-1:35	Additional Required Class – 4,5,6*

*\*Required Period: Only certain classes are required to meet this period. Check with your teachers to see which of your classes will meet at this time.*



## SUMMER SCHOOL

A limited number of classes are offered during the summer. Application packets are available in the high school office. Summer classes are open to students who are enrolled at Loma Linda Academy. The application packet outlines the financial and attendance policies.

### SUGGESTED CURRICULUM (*minimum*)

#### **9<sup>th</sup> GRADE SP**

Religious Studies - 10  
Computer Applications - 10  
English I - 10  
Physical Education - 10  
Mathematics - 10  
Intro to Natural Science - 10  
Health - 5  
**Total 65**

#### **10<sup>th</sup> GRADE SP**

Religious Studies - 10  
Biology I - 10  
English II - 10  
World History - 10  
Physical Education - 10  
Mathematics - 10  
**Total 60**

#### **11<sup>th</sup> GRADE SP**

Religious Studies - 10  
American Literature - 10  
U.S. History - 10  
Physical Education - 5  
Applied Arts - 10  
Science - 10  
**Total 60**

#### **12<sup>th</sup> 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**

- 5 credits of Work Experience Education (WEE) are required and may be started the summer before the student's freshman year. A minimum of 100 hours of WEE are needed to receive the 5 credits.
- 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 is required for each year a student is enrolled in a Pacific Union Conference School.

## TRANSCRIPTS

Student Transcripts need to be requested through the Registrar's office using a Transcript Request Form, which is available in the high school office.

# HIGH SCHOOL COURSE DESCRIPTIONS

## C O U R S E S O F S T U D Y

*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. The course will also provide the student with a basic foundation in computer terminology, digital citizenship, and software applications. Emphasis will be made on the responsibilities of being a Christian user. The student will have hands-on experience using MS Word, MS Excel, MS PowerPoint, and Google Drive. There will also be a short introduction to coding and computer programming. The students in this class will be able to cover computer programs more extensively than the general computer application course.

**Fees:** \$20 yearly supply fee will cover paper, printer supplies, and other classroom expenses.

**Prerequisite:** Pass Keyboarding Placement Test

Two Semesters, 10 Semester Periods

**COMPUTER APPLICATIONS** — The student will develop and use keyboarding skills during the first quarter. Opportunities will be given to develop speed and accuracy. The student will develop and use keyboarding documentation and computer application skills. The course will also provide the student with a basic foundation in computer terminology, digital citizenship, and software applications. Emphasis will be made on the responsibilities of being a Christian user. The student will have hands-on experience using MS Word, MS Excel, MS PowerPoint, and Google Drive. There will also be a short introduction to coding and computer programming. This class will meet computer literacy graduation requirements.

**Fees:** \$20 yearly supply fee will cover paper, printer supplies, and other classroom expenses.

Two Semesters, 10 Semester Periods

**DESKTOP PUBLISHING** – Desktop Publishing is designed to help students develop skills in combining text with graphics using Adobe InDesign software. Graphic design and page layout techniques will be covered as students create professional-looking documents such as letterhead, flyers, newsletters and brochures.

**Fees:** \$20 per semester to cover paper, printer supplies and other expenses

One Semester, 5 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.

**Fees:** \$175

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.

**Fees:** \$175 **Prerequisite:** Culinary Arts I

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. (Students will tear down a small engine and put it back together.)

**Fees:** \$100 per semester.

One Semester, 5 Semester Periods

**GENERAL SHOP**— Using wood as a material and a technical plan as reference, students will create, from scratch, a technological product. Formal instruction and experience in the use of fundamental industrial tools, both hand and power, are primary focus of the course. (Students will make a nifty wooden train using saws, drills, and planers etc.)

**Fees:** \$100 per semester

One Semester, 5 Semester Periods

**HOME REPAIR** – This course is designed for those who want to have a working knowledge of a home, how it was built, and how you can make simple repairs. Students will learn about the tools and materials needed to make repairs in drywall, plumbing, electrical, woodworking, and roofing. (Students will make several wood objects using saws, drills, planer, etc.)

**Fees:** \$175 per semester

One Semester, 5 Semester Periods

**TECHNOLOGY, INNOVATION, ENGINEERING (TIE)** — This is a four-year program with a concentration in technology, innovation, and engineering designed to enhance future career choices of the student. This is open to a select group of freshmen who qualify through a process of interviews and testing. TIE students that complete all the assignments in their four years in this track, and achieve a 3.8 GPA in these courses as well as Pre-calculus and Physics will be awarded a special Pre-Engineering TIE certification upon graduation.



If spaces are available in any TIE class, other students not in the program may take individual TIE courses for applied arts credit. All TIE track students will be given priority during registration.

**Fees:** \$175 for materials each semester (Four-year program)

Two Semester periods per year, 10 Semester Periods

**Wood Fabrication and Construction (TIE I)** - This course is designed to introduce students to hand and power tools in the area of woodworking and construction. Students will build a simple wood project as well as design and build a custom lamp of their choice. They will also do a simple model home construction project.

**CAD/CAM/CNC Design and Fabrication (TIE II)** – This course is designed to help students learn to use Computer Aided Design software as well as Computer Aided Manufacturing software to run CNC machines and 3D printers. Students will be provided with a CAD software account for their own computer and learn how to design and manufacture something using available technology.

**Metal Fabrication, Design and Innovation (TIE III)** – This course is designed to help students learn about metal fabrication and the tools and materials that are available to create usable manufactured products. They will combine all they have learned in the past two years to accomplish a customer project that they designed, fabricated and delivered to the customer. Students over the year will produce an art metals welding project, a foundry project as well as the customer project.

**Electronics, Transportation, Robotics, and Engineering (TIE IV)** - Students in this course will learn about electronics, experiment with transportation, solar, engine design and robotics. Students will do home wiring with electrical circuits, build a rocket, work on aerodynamics of flight, robotics, rebuild an engine and build a drone.

#### *Visual Arts*

**PHOTOGRAPHY** - This class will introduce the students to the exciting world of photography. The first quarter is spent studying the technical aspects of the art. The second quarter requires students to use the skills they have learned to explore their own unique photographic eye. A digital camera with a removable lens and adjustable setting is required. The visual arts department has a few cameras that can be rented. *Note: This class can count as a fine art requirement needed for entrance to some colleges.*

**Fees:** \$50

One Semester, 5 Semester Periods

**FILM** – This class introduces students to the medium of filmmaking and provides students with the tools needed to create films. The course teaches five steps to storytelling: story structure (pitch, script, storyboard), cinematography, lighting, sound, and editing.

**Fees:** \$50

One Semester (Course can be repeated), 5 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.

One Semester, 5 Semester Periods

**JOURNALISM** — Students in Journalism become the school newszine and newscast through the Mirror, LLA's school newspaper. The staff create publications three times a semester. Students will need to spend time after school in order to complete layout, photo spreads, and meet film deadlines. Along with creating the school publications, students study the fundamental journalism skills needed for newsgathering. Students gain experience in news media, and participating in such activities as interviewing, newswriting, feature writing, layout & design, photographing and videoing.

**Fee:** \$25 **Prerequisite:** By application

One or more Semester, 5 Semester Periods

<b>ENGLISH</b>
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**Students must complete each grade level of English before entering the next grade level.**

**All English courses will include a supply fee of \$3-10.**

**ENGLISH I** (*Freshmen*) — A course that includes a study of literary genres: short story, poetry, essay, biography, drama and the novel. Students become familiar with literary terms and study related vocabulary in order to analyze literature. Students will also study personal and expository writing. Writing exercises stress clear, concise paragraphs with sentence variety. Students are encouraged to strengthen description with the use of imagery. They are also introduced to research format and given a short research assignment.

**Fee:** \$10

Two Semesters (required), 10 Semester Periods

**ENGLISH II LITERATURE** (*Sophomore*) — 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** (*Sophomore*) — This class is designed to help students learn to communicate more effectively in verbal, nonverbal, and written communication. Students will study many forms of communication including: nonverbal, interpersonal, critical thinking, research writing, and public speaking.

**Fee:** \$10

One Semester (required), 5 Semester Periods

*Note to Juniors: Students are placed in American Literature by their performance in 9th and 10th grade English classes.*

**AMERICAN LITERATURE AND WRITING (Junior)** — An historical survey course in American literary periods and movements from the 17<sup>th</sup> 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 17<sup>th</sup> 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 teachers

Two Semesters, 10 Semester Periods

*Note to Seniors: The following courses are available to students in the 12<sup>th</sup> grade on a rotating basis. The electives offered each year are determined by the English Department.*

**SENIOR COMPOSITION (Senior)** — 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 department teachers

Two Semester (required), 10 Semester Periods

**COLLEGE PREPARATORY ENGLISH (Senior)** — 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 (Senior)** – College English is a year-long sequence extension course taught at LLA with credit through La Sierra University. This course is a yearlong class equaling three LSU quarters, English 111-113. Students earn 9 La Sierra University transferable academic credits in total. The first quarter focuses on writing personal short stories and argumentative writing. The second quarter focuses on critical thinking and beginning research skills and the final quarter is devoted to researching and writing an in-depth paper. LLA requires students to remain in the sequence all year to fulfill the LLA English 12<sup>th</sup> grade requirements to graduate. Students must receive a grade of “C” or higher to continue from one section to the next. This course has an additional fee to La Sierra University for each of the three quarters.

**Fee:** \$346 to LSU **Prerequisite:** Recommendation department teachers  
Two Semesters, 10 Semester Periods (Three college quarters, 9 college credits)

*Note to Seniors about English Electives* — Seniors in College Preparatory English choose an additional semester from these electives:

**CLASSICAL/BIBLICAL LITERATURE** — A study of the plots, characters, style and themes of selected classical mythologies and Biblical writings, emphasizing the relationship between human beings and deity and the impact of this relationship upon the individual and upon society. Students will be challenged to address the basic questions of philosophy, reaching a defensible position on a personal philosophy of life. Literature studied includes the *Holy Bible*, *Cry the Beloved Country*, *The Odyssey*, and *Oedipus Rex*.

One Semester, 5 Semester Periods

**SHAKESPEARE/GREAT BOOKS** — A thematic study of selected plays and poetry of William Shakespeare. Students read the plays aloud, compare film versions of the plays, and analyze the author's techniques in creating great literature. Students may act out scenes from the plays and will write personal responses and analyses to the literature they are studying.

One Semester, 5 Semester Periods

## MODERN LANGUAGES

**General Requirements** — Students attempting a foreign language should be willing to spend adequate time each day for mastering the lessons assigned. Two years of foreign language is required by many universities and while it is not required for a college prep diploma it is highly recommended. Two years of foreign language is required for an honors diploma.

**JAPANESE I** — The principal emphasis of the first year of Japanese is understanding the language and learning to speak it through the study of grammar and vocabulary. It also attempts to build a better understanding of the customs, language, and people of Japan.

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

Two Semesters, 10 Semester Periods

**JAPANESE II** — The second year of the language seeks to expand the student's knowledge of grammar and vocabulary so that he/she may communicate and understand the language on a more advanced level using story telling. The written and reading aspects of the language are emphasized as well as the appreciation and exposure to the Japanese culture.

**Prerequisite:** A grade of B- or above in Japanese I or permission from the instructor based on a proficiency exam or equivalent.

Two Semesters, 10 Semester Periods

**SPANISH I** — The principal emphasis of the first year of Spanish is understanding the language and learning to speak it through the study of grammar and vocabulary. It also attempts to build a better understanding of the customs, language, and peoples of the Hispanic world.

**Fee:** \$20 for the use of textbooks in class and a digital textbook

Two Semesters, 10 Semester Periods

**SPANISH II** — The second year of the language seeks to expand the student’s knowledge of grammar and vocabulary so that he/she may communicate and understand the language on a more advanced level using story telling. The written and reading aspects of the language are emphasized as well as the appreciation and exposure to the Hispanic culture.

**Fee:** \$20 for the use of textbooks in class and a digital textbook. **Prerequisite:** A grade of B- or above in Spanish I or permission from the instructor based on a proficiency exam or equivalent.

Two Semesters, 10 Semester Periods

**SPANISH III**—This class is open only to motivated students seeking fluency in Spanish. They will continue to study grammar, write compositions and engage in reading. Students will also be exposed to further study of Hispanic culture, history and literature.

**Fee:** \$20 for the use of textbooks in class and a digital textbook. **Prerequisite:** A grade of B- or above in Spanish II or permission from the instructor based on a proficiency exam or equivalent.

Two Semesters, 10 Semester Periods

**AP SPANISH** – This course is designed to improve student’s proficiency in reading, speaking and comprehension of the Spanish language. The course will introduce the students to advance vocabulary and linguistic structures through the form of literature, essays, magazines, online print, and audiovisual presentations. The content of the lectures will be directed toward introducing students to the cultures found in the different Spanish speaking countries. The course objective is to emphasize the skills needed to prepare students for the Advanced Placement Spanish Language and Culture Exam.

**Fee:** Cost of AP Exam: \$95

Two Semesters, 10 Semester Periods

<b>FINE ARTS</b>
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*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) \$25.00

**Fees:** Semester II (painting) \$35.00

One or More Semesters, 5 Semester Periods

**ADVANCED STUDIO ART:** A drawing and painting course with an emphasis on developing a greater depth of understanding of art and application of the Elements of Art and Principles of Design to your work, while further exploring a variety of tools and media. Studio experiences will include both teacher assigned and student choice drawing, painting, and illustration projects. Each student will demonstrate artistic growth over time by developing a body of work, organizing a portfolio, and documenting their work and progress through a sketchbook/art journal.

One or More Semesters, 5 Semester Periods

**AP STUDEIO ART:** Drawing has been developed to accommodate serious art students who have expressed an interest in the practical experience of art and wish to develop mastery in the concept, composition, and execution of their ideas. Through studio practice, application of design concepts, and informed decision making, students will assemble an original body of artwork that demonstrates a high level of quality and growth in regard to content, technique, and process. Students will investigate all three parts of their portfolios, as required by the AP College Board: Breadth, Concentration, and Quality. All work will be documented throughout the year by digital photos and through a sketchbook/art journal.

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

**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

**SYMPHONY ORCHESTRA** -- The Symphony Orchestra provides advanced string, woodwind, brass, and percussion musicians with the opportunity to play masterworks of the orchestral repertory. Admission into the orchestra is by audition only; auditions take place in the spring for current students, and in August for new students. Members of the Symphony Orchestra are expected to commit for the entire academic year, and to demonstrate dedication to their craft. Attendance at all rehearsals and performances is required. Regional, national, and international tours are offered on a yearly, rotating basis, and incur an additional cost.

**Prerequisite:** Invitation from the director after successful completion of a placement audition.

Two Semesters, 10 Semester Periods

**CANTICLE SINGERS** (*general choir*) — Canticles is the general high school choir at Loma Linda Academy. Any current LLA student may join who wishes to learn about singing and/or to improve their ability to sing. There are two required performances per semester (please refer to previously stated performance policy above). This class may be repeated for additional credit.

Two Semesters, 10 Semester Periods

**PRO MUSICA** (*select choir*) — Pro Musica is the select high school choir at Loma Linda Academy. Members of Pro Musica must demonstrate advanced musical skills as they will be exposed to advanced and demanding high school choral literature. Any student planning to attend LLA the following year may audition, but membership is determined by the director. Auditions are held in late May of the school year prior to membership. All members must audition every year.

Membership to Pro Musica requires dedication and commitment for the entire school year. All members are required to be at all performance appointments (20-30 per year), as well as attend the scheduled performance tour. Local tours cost around \$850, and an international tour can cost \$3,000. Previous tour locations include Hawaii, New York, Florida, Washington D.C. as well as Asia, Europe and Australia.

**Prerequisite:** Invitation from director after successful completion of audition

Two Semesters, 10 Semester Periods

**MUSIC APPRECIATION** – Music is part of our everyday lives. To know and understand music, we distinguish and identify cultures and musical elements on a variety of levels. This course will provide students with an aesthetic and historical perspective of music, covering a variety of styles and developments from the Middle Ages through the Twenty First Century. Students will acquire basic knowledge of musical terms, historical perspective of the western music tradition, and listening skills, making future music experiences more informed and satisfying.

One Semester, 5 Semester Periods

**SYMPHONY ORCHESTRA** — Membership by audition

Two Semesters, 10 Semester Periods

## **MATHEMATICS**

The Iowa Assessments (IA) is administered to eighth-grade students in Seventh-day Adventist schools in the Southeastern California Conference. The scores are sent by the school to the Academy. Those who have not taken the IA will be required to take it at Loma Linda Academy prior to registration. Those whose score is below 9.0 in mathematics must register for 10 semester periods of pre-algebra in an effort to bring their IA score to the 9.0 level.

A IA level of 9.0 in mathematics is required of all students who plan to take elective mathematics courses or elective science courses at Loma Linda Academy regardless of any previous mathematics credit earned elsewhere. This test must be taken prior to registration to determine eligibility for enrollment in mathematics and science courses.

**PRE-ALGEBRA** — Designed for the student who achieves less than a 9.0 level on the **(IA)**. A thorough review of the fundamental processes of basic mathematics with emphasis on those concepts and problem solving processes needed to help students become successful in algebra. A scientific calculator is required.

Two Semesters, 10 Semester Periods

Eligibility for enrollment in the following mathematics courses is determined by proficiency examination only. These tests are routinely administered to all students enrolled in mathematics courses at Loma Linda Academy. Previous credit earned in mathematics courses elsewhere regardless of the grade earned does not meet this proficiency requirement for enrollment.

**SURVEY OF MATHEMATICS** — An overview of selected topics from algebra, geometry, and statistics with emphasis on inductive thinking and discovery.

Prerequisite: This course is designed for those students who have completed Pre-Algebra but have not achieved the 9.0 level on the IA or have not reached a minimum level of achievement on the Algebra I proficiency test. A scientific calculator is required.

Two Semesters, 10 Semester Periods



**ALGEBRA I** — A study of the processes involved in the solution of problems by algebraic methods. Study is given to positive and negative numbers, equations, square roots, radicals, factors, graphs, quadratics and trigonometry of the right triangle. A scientific calculator is required.

**Prerequisite:** 9.0 level or above on the IA.

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. (The TI-83 Plus or TI-84 Plus is required \$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. This class is the gateway to other honors classes and includes 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. (The TI-83 Plus or TI-84 Plus is required \$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. (The TI-83 Plus or TI-84 Plus is required. \$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:** an A in Algebra II or C or better in Honors Algebra II.

Two Semesters, 10 Semester Periods

**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. (The TI-83 Plus or TI-84 Plus is required. \$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. (The TI-83 Plus or TI-84 Plus is required. \$100-\$120)

**Prerequisite:** an acceptable level of achievement on the Honors Algebra II exit exam.

Two Semesters, 10 Semester Periods

**ADVANCED PLACEMENT (AP) STATISTICS** – This course introduces the major concepts and tools for collecting, analyzing and drawing conclusions from data. Students who successfully complete the class and the AP exam may receive credit, advanced placement or both for a one-semester introductory college statistics course. This is a college level class that will prepare students to take the AP exam in the spring. This exam is required for all students in the class.

**Fee:** \$95 **Prerequisite:** Grade of C or higher in Honors Pre-Calculus or a grade of B or higher in Pre-Calculus, an overall GPA of at least 3.0, and consent of the instructor.

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. (The TI-83 Plus or TI-84 Plus is required. \$100-\$120).

**Fee:** La Sierra charges a fee of \$346.00 for this course.

**Prerequisite:** Regular or honors courses in 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

**MATH 132 CALCULUS II** — This course covers the calculus of transcendental functions, techniques of integration, applications of integration, indeterminate forms, and improper integrals. (The TI-83 Plus or TI-84 Plus is required. \$100-\$120)

**Fee:** La Sierra charges a fee of \$346.00 for this course **Prerequisite:** MATH 131

4 college quarter hours

**MATH 133 CALCULUS III** — This course covers Taylors series, plane curves, polar, cylindrical and spherical coordinates, solid analytic geometry, vector-valued functions, partial differentiation and applications, multiple integrals and applications. (TI-84 Plus is required. \$100-\$120).

**Fee:** La Sierra charges a fee of \$346.00 for this course. **Prerequisite:** MATH 132

4 college quarter hours

## PHYSICAL EDUCATION

All students are required to take 30 semester periods of physical education unless they have a valid medical excuse signed by a physician. Students are expected to have the following:

### Boys

- Uniform as prescribed by the instructor.
- Athletic tennis shoes only, no skater style shoes, vans, or any cloth tennis shoes.
- Rubber soled cleats may be worn for outside activities - no metal cleats.

### Girls

- Uniform as prescribed by the instructor.
- Athletic tennis shoes only, no cloth tennis shoes.
- Rubber soled cleats may be worn for outside activities - no metal cleats.

All students are required to have a school-issued combination lock for P.E. lockers. Locks are issued in the P.E. Department on the first day of school. To secure personal belongings, students must lock their lockers. Unauthorized locks are removed from lockers if necessary.

**HEALTH** — A discussion of the various aspects of health-related problems of daily human life (such as exercise, mental disorders, reproduction and heredity, STD's and AIDS, drugs, alcohol, and tobacco).

One Semester, 5 Semester Periods

The following courses may be taken by sophomores, juniors and seniors in lieu of or in conjunction with the regular physical education classes:

**VARSITY** — Designed for the highly skilled athlete to prepare for varsity-level competition. Students must qualify for this class by making the tryout for the different varsity sports or by the consent of the instructor.

The current varsity sports are flag football, volleyball, basketball, swimming, badminton, softball, soccer, baseball, cross country and golf.

Prerequisite: To qualify for varsity, a student must have no more than 5 unexcused absences in the previous nine weeks in attendance, a 2.0 GPA, and no F's in the preceding quarter.

One Semester, 5 Semester Periods per sport

**WEIGHT TRAINING** — Emphasis is placed on body development, muscular coordination, and cardiovascular endurance, utilizing exercises with free weights and machines. (Coed)

One Semester, 5 Semester Periods

**TEAM ACTIVITIES** — designed for the student who wants to learn basic skills in a variety of team sports. The class will consist of five to six week units in flagball, soccer, volleyball, basketball, Frisbee, track and field, aerobics, and softball. An additional \$5.00 supply fee is charged for this class.

One Semester, 5 Semester Periods

**FITNESS ACTIVITIES** — this course offers a combination of weight training, fitness circuit training and team sports activities. This course may be taken for either team activities credit or regular P.E. credit. (Coed)

One Semester, 5 Semester Periods

**SWIMMING & TENNIS** — These classes are offered off campus at the Drayson Center for juniors and seniors. An additional \$150.00 fee is charged for the use of Drayson Center facility. Student must be able to drive themselves to and from class.

One Semester, 5 Semester Periods each

## RELIGIOUS STUDIES

Each student is required to be enrolled and receive credit in a religious studies course for each semester in attendance at a Seventh-day Adventist secondary school. Religion courses are based on the Seventh-day Adventist Encounter series, Crossroads series, and other supplemental material.

**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

**9<sup>th</sup> Grade Bible Encounter 1<sup>st</sup> Semester** — Who is God and what is He like? How did the history of salvation start? What were the accusations made about God? This class begins 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

**9<sup>th</sup> Grade Bible Encounter 2<sup>nd</sup> Semester** — 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

**10<sup>th</sup> Grade Bible Encounter 1<sup>st</sup> Semester** — Time will be spent in looking at ways to encounter God in personal and meaningful ways. Scripture work will take students deeper into the lives of the prophet Hosea and King David. Class time will be spent discussing how these biblical stories help in our relationships with god and with each other.

**Fee:** \$10 per student for classroom journals

One Semester, 5 Semester Periods

**10<sup>th</sup> Grade Bible Encounter 2<sup>nd</sup> Semester** — Time will be spent continuing to look at ways to encounter God in personal and meaningful ways. Scripture work will take students deeper into the lives of Jesus and the story of the early Christian church in the book of Acts and the New Testament letters. Class time will be spent discussing what it means to follow Jesus as a disciple and what it means to be the church of today.

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.

Required of all Juniors

One Semester, 5 Semester Periods

**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.

Required of all Seniors

One Semester, 5 Semester Periods

All the classes listed below are electives for Juniors and Seniors. Two semesters or 10 semester periods total are required.

**CHRISTIAN MISSION** — How can a Christian serve others, work for justice, and witness for Jesus Christ in today's world? The class will discuss these topics and provide opportunities for practical experience in making a positive difference in the lives of others.

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 that will positively impact our own lives and our world? This class will examine ethical issues from philosophical, theological, and practical

perspectives. There will be many opportunities for open and honest thinking and healthy discussion.

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).

One Semester, 5 Semester Periods

**SEMINARS IN RELIGIOUS STUDIES** – Have you ever wanted to pursue your own questions and interests in a religion class? The purpose of this class is to provide an environment where you ask the questions...and you answer them! Along the way you will pick up skills in asking good questions, finding good answers, and sharing your knowledge clearly with others. Religion topics will vary per class and individual student choice.

One Semester, 5 Semester Period

**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 & 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

<b>SCIENCE</b>
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**INTRODUCTION TO NATURAL SCIENCE**

This course will provide students with numerous opportunities to develop, cultivate, and analyze the scientific method and its uses. Students will be exposed to the various branches of Chemistry, Biology, Physical and Earth Science and will be required to apply the concepts to practical experiences. Laboratory work is required.

**Fee:** \$35

Two Semesters, 10 Semester Periods

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

**Fee:** \$35 each semester

Two Semesters, 10 Semester Periods

**BIOLOGY II** — Is one semester of human anatomy and philosophy.

**Fee:** \$35

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

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

One Semester, 5 Semester Periods

**CHEMISTRY** — A study of elementary inorganic chemistry with an introduction to organic 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 this course.

**Fee:** \$50

**Prerequisite:** A grade of B or better in Algebra I, and enrolled in Algebra II concurrently, or C or better in Algebra II.

Two Semesters,

10 Semester Periods

**HONORS CHEMISTRY** — In-depth study of elementary inorganic physical chemistry and an introduction to organic 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 this course.

**Fee:** \$50

**Prerequisite:** A grade of C or better in Honors Algebra II and an acceptable level of achievement on the Honors Algebra II exit exam.

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.

**Fee:** \$110 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, fluids, heat, sound, light, electricity, and magnetism. Intended to meet the needs of a student who may be required to take an introductory course in college physics. Laboratory work is required.

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

**Prerequisite:** a grade of C or better in Algebra II

Two Semesters, 10 Semester Periods

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

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

**Prerequisite:** Grade of C or better in Honors Pre-Calculus or a grade of B or higher in Pre-Calculus or enrolled in Honors Pre-Calculus concurrently.

Two Semesters, 10 Semester Periods

## **SOCIAL SCIENCE**

History-social science develops individual and social intelligence, prepares students for responsible citizenship, increases comprehension of global interrelationships, and fosters an understanding of the vital connections among the past, present, and future.

### **UNITED STATES HISTORY**

This course will provide you with a comprehensive examination of events, characters, social and economic institutions, political events, and geographical factors which characterize the emergence of the United States of America into a world power. The primary emphasis will focus upon the full scope of American history from colonization through the closure of the twentieth century. The major themes in this course include Revolution, Sectionalism, Western expansion, the US Civil War, Reconstruction, Industrialization, the American Labor Movement, the Spanish- American War, European Immigration, World War One, the Great Depression, World War Two, the Cold War, the Korean War, the US Civil Rights Movement, the Vietnam War, Watergate, Iran-Contra Affair, the Persian Gulf Crisis, the election process, and the September 11th, 2001 terrorist attack.

Two Semester (Gr 11 & 12), 10 Semester Periods

**ADVANCED PLACEMENT (AP) UNITED STATES HISTORY** - This course is designed to provide a college-level experience and preparation for the AP Exam in May. An emphasis is placed on crafting historical arguments with the use of relevant historical evidence, chronological reasoning, comparison, contextualization and historical interpretation. The course will emphasize a series of key themes throughout the year. These College Board determined themes are essential to a comprehensive study of United States History. The course will trace these themes throughout the year, emphasizing the ways in which they are interconnected and examining the ways in which each helps to shape the changes over time that are so important to understanding the United States. Each unit also utilizes discussions of and writing about related historiography: how interpretations of events have changed over time, how the issues of one



time period have had an impact on the experiences and decisions of subsequent generations, and how such reevaluations of the past continued to shape the way historians see the world today. These discussions are woven throughout the course. There will also be unit specific discussion topics generated by possible free response questions, short answer, multiple choice responses and/or document based questions at the end of unit. In addition to discussion, for every unit students will be required to identify and show the significance of key terms and do unit-reading breakdowns of the required readings.

**Fee:** 1<sup>st</sup> semester - \$25, \$95 AP Exam

Two Semester (Gr 11 & 12), 10 Semester Periods

**UNITED STATES GOVERNMENT** - This course is an introduction to the basic concepts of American government, the American political process and the rights and responsibilities of citizenship. It is offered to students their senior year. This course will examine the types of governments in the past and present, how they function, and their impacts upon the population. We will pay particular attention to our own government, with the primary goals of fostering an understanding of the system, an appreciation of its diversity and continuity, and a desire in staying actively involved in government. (*Seniors only*)

One Semester, 5 Semester Periods

**ECONOMICS** - Economics is a survey course that will provide the student with the study of various levels of economic activity. The student will gain an understanding of: basic personal economic choices that they will make; basic business organizations and how they operate; the interaction of economic interest groups as they deal with taxes and government regulation; and how this affects our economic system. Students will also master fundamental economic concepts, applying the tools (graphs, statistics, equations) from other subject areas to the understanding of operations and institutions of economic systems. Studied in a historic context are the basic economic principles of micro- and macroeconomics, international economics, comparative economic systems, measurement, and methods. (*Seniors only*)

One Semester, 5 Semester Periods

**WORLD HISTORY** — A general survey of modern world 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. This exam is required for students in the class \$91 exam fee.

**Fee:** Field Trip \$30.00, \$95 AP Exam

Two Semesters, 10 Semester Periods

## WORK EXPERIENCE EDUCATION

### (WEE) — ON-THE-JOB TRAINING

5 Semester Periods

Each student is required to complete 100 hours of work experience during his/her high school experience. The student who works on campus for pay or no pay must complete a WEE contract. Work permits are required for any paid job and are issued from the Loma Linda Academy Business Office. Work permit packets can be obtained at the Business office. A non-paid job work experience job does not require a work permit, but must be work that includes a supervisor, and submission of a work schedule with specific duties. Community service activities are not allowed to count as work experience.

- The vice principal will provide the WEE form to the student.
- The student will be required to have the supervising staff person complete this form.
- The form will then be returned to the vice principal.
- 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.
- Any student who works for pay on campus will have their hours tracked by clocking into work.
- Students who work on campus for no pay will have to submit a log of hours signed by the supervisor.

