



Secondary Handbook 2009-2010

Accredited By:

Western Association of Schools and Colleges
&
Commission on Accreditation
North American Division of Seventh-day Adventists

Office Hours:

Monday – Thursday	7:45A.M. – 4:30 P.M.
Friday	7:45A.M. – 1:00 P.M.

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www.lsak12.com

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CALENDAR 2009-2010

FIRST SEMESTER

August 17
 August 18
 August 20
 August 21
 August 26
 September 3
 September 7
 September 14-18
 September 20-23
 September 21-23
 September 24-26
 September 24
 October 12
 October 18
 October 22
 October 23
 October 26
 November 4
 November 8
 November 23-27
 December 4

 December 6
 December 21 - January 3
 January 4
 January 13-15
 January 15
 January 18

August 20 – January 15

Students Back to School Night
 Parents Night (7pm)
 School Begins (Minimum Day)
 SA Beach Vespers (4pm)
 Senior Recognition – LSU Church 8am
 Last Day to Add a Class
 Holiday (Labor Day)
 Week of Prayer
 Senior Trip – Lake Havasu
 ITED/ITBS Testing
 Student Leadership Conference – Cedar Falls
 Last Day to Drop a Class With No Record
 NO School (In-service)
 SAT
 Taste of LSA
 1st Quarter Ends
 2nd Quarter Begins
 Parent/Teacher Conference (Min. Day)
 SAT
 Thanksgiving Vacation
 Last Day to Withdraw From a Class Without Receiving the
 Grade Earned or an “F” Grade
 SAT
 Christmas/New Year Vacation
 Classes Resume
 1st Semester Finals
 2nd Quarter (1st Semester) Ends
 Holiday (M.L. King Day)

SECOND SEMESTER

January 19
 January 20
 January 21-23
 February 3
 February 15
 February 24
 March 19
 March 22-26
 March 29
 April 9
 April 12-16
 April 23
 April 24
 April 26
 May 2
 May 7

 May 20
 May 27
 May 31
 June 1-3
 June 4
 June 4-6

January 20 – May 28

No School – Semester Break
 3rd Quarter (2nd Semester) Begins
 Junior/Senior Bible Camp – Pine Springs Ranch
 Last Day to Add a Class
 Holiday (President’s Day) – No School
 Last Day to Drop a Class with no Record
 3rd Quarter Ends
 Spring Break
 4th Quarter Begins
 Academy Day (Minimum Day)
 Student Week of Prayer
 Golf Tournament
 Alumni Sabbath
 No School (In-service)
 SAT
 Last Day to Withdraw From a Class Without Receiving the Grade
 Earned or an “F” Grade
 Academic Awards Night
 Varsity Awards Night
 Holiday (Memorial Day) – No School
 2nd Semester Finals
 Last Day of School – 4th Qtr Ends
 Graduation Events

GENERAL INFORMATION

HISTORY

La Sierra Academy was founded as a secondary school in the fall of 1922. The school grew from an academy to a junior college, and later into a four-year liberal arts college and eventually the academy was separated from the other academic levels. In 1940 the La Sierra College (now known as La Sierra University) Preparatory School was organized. In 1955 the academy moved from the college campus to its present location at the intersection of Golden Avenue and Pierce Street in Riverside.

In 1962-63 a new constitution and the appointment of an operating board was approved by eight constituent churches, La Sierra College, and the Southeastern California Conference of Seventh-day Adventists. The constitution specified that the La Sierra College Preparatory School and the La Sierra College Demonstration School would be known as La Sierra Academy and Elementary School.

In 1973-74 the name of the school was changed to La Sierra Adventist Academy.

PHILOSOPHY

The aim of Seventh-day Adventist education at La Sierra Academy is to provide a safe environment in which Christ-centered instruction can be presented for the redemption and the transformation of character. The LSA program is anchored on this spiritual goal which is evident in the program as it endeavors to meet the mental, physical, and social needs of the students.

MISSION STATEMENT

As a Christian K-12 college preparatory school, La Sierra Adventist Academy serves students from diverse backgrounds by providing the learning opportunities for the acquisition of skills and tools needed to contribute to society, to prepare for life's work, and to flourish spiritually.

The faculty of the elementary, junior high and secondary schools are anxious to join with the home, the church, and the community to encourage students to develop their moral values based upon Biblical principles and to practice a life of faith in God.

EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLRs)

In 2003, the faculty, with input from the board, parents and students, generated learning goals known as ESLRs (*Expected School-wide Learning Results*). These four goals form the basis for the policies and procedures which guide the teachers and administration in the development of the classroom curriculum. In 2007-08

6/09

the ESLR's were slightly revised.

Students are expected to take an active role in their educational program and, to be acquainted with the school ESLRs and to take responsibility for their learning.

The goal for LSA students as they complete the course of study at La Sierra Academy is that they will be:

Growing Christians who. . .

- Develop a scripturally based value system.
- Exemplify personal integrity and exercise moral judgment.
- Identify and foster God-given talents.
- Maintain active church membership.
- Seek opportunities for spiritual leadership.
- Nurture a faith-based relationship with God.
- Honor God through mental, emotional, and physical wellness principles.

Inquiring Scholars who. . .

- Show competency in the core subjects of math, reading, and composition.
- Exhibit critical thinking skills.
- Meet the UC/Cal State and SDA university entrance requirements.
- Maintain a life-long interest in learning.
- Develop technological proficiency.

Contributing Citizens who. . .

- Demonstrate effective life management skills.
- Develop a commitment to community service.
- Model civic and environmental responsibility.
- Exhibit constructive and respectful, interpersonal skills.
- Value diversity and individuality.

Self-Motivating Workers who. . .

- Possess career awareness leading to successful occupational skills.
- Cooperate as team members.
- Adapt successfully to technology in their personal and professional life.
- Demonstrate responsible work habits and ethics.
- Practice self-assessment.

ACCREDITATION

La Sierra Adventist Academy (commonly known as La Sierra Academy or LSA) is accredited by the Western Association of Schools and Colleges (WASC) and the Board of Regents of the General Conference of Seventh-day Adventists.

At the end of the 2007-2008 school year, La Sierra Academy received six-year accreditation terms from those accrediting agencies.

ADMISSIONS

The Academy invites prospective students and parents to visit the campus at any time. A spring visitation day

(Academy Day) is planned for Friday April 9. Should you wish to visit on Academy Day or at another time please call the administrative secretary Mrs. Burgos at: (951) 351-1445 ext. 203. We welcome your visit.

Interested applicants may also write for an application package to:

*Admissions Office
La Sierra Academy
4900 Golden Avenue
Riverside, CA 92505*

NOTICE OF NON-DISCRIMINATION

La Sierra Academy admits students of any race, creed, and/or ethnic background to all the rights, privileges, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, creed, and/or ethnic background in the administration of educational policies, application for admission, and athletic or extracurricular programs. However, because La Sierra Academy is owned and operated by the Southeastern California Conference of Seventh-day Adventists, entrance preference may be given to its members should limitation of facilities or class space make it necessary.

APPLICATION PROCESS

The following guidelines will assist in the application process:

1. A physical examination and a TB test is required for all new students. The State of California requires that all students be immunized before entering a California school. Required immunizations include:
 - a. Three doses of polio vaccine – four if the first three were given prior to age two.
 - b. Four DPT or DDT doses – five if the first four were given prior to age two.
 - c. One measles Rubella (ten-day) – one repeat dosage if the first one was given prior to age one.
 - d. One Rubella dosage (German measles).
 - e. Proof of immunization for Chicken Pox if coming from outside the state of CA
 - f. TB testing within the last year if coming from outside of Riverside County.
2. Evidence of having completed the eighth grade (grade card and diploma) and/or if applicable, a transcript of credits earned in another secondary school. Official transcripts of courses taken at other schools must be requested or submitted at the time of acceptance.
3. Test Scores – All new students will be tested (ITED) in reading, language, and mathematics. Minimum scores of 7.0 for reading, 7.0 for language and 7.0 for mathematics should be attained for admission.
4. Mid-year transfer students should present withdrawal grades from their previous school before they start classes.
5. A fifty (\$50.00) application fee is required.

6. A one hundred (\$100.00) application fee is required for international students.
7. An interview with the principal or registrar must be scheduled.

REGISTRATION

To complete registration after a student has been accepted, the following items must be submitted:

1. Business Office Financial Clearance.
2. Consent to Treat a Minor form.
3. Disaster Release form.
4. Guardian Authorization (if needed).
5. Release of transcript from previous school.

ENGLISH QUALIFYING TESTS

Students for whom English is the second language may be required to take an English qualifying test and should score in the 60th percentile. The student must also submit a translated transcript of previous credits earned in a foreign secondary school.

Student and Parents' Bill of Rights

Students:

La Sierra Academy students should expect to:

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

Parents:

La Sierra Academy parents can expect to:

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

FINANCIAL INFORMATION

GENERAL FINANCIAL INFORMATION

Office Hours

Monday – Thursday 7:45 a.m. – 4:30 p.m.
Friday 7:45 a.m. – 1:00 p.m.

CONTACT INFORMATION

4900 Golden Avenue
Riverside, CA 92505-3299
951-351-1445

Business Office ext. 0
Vice Principal for Finance ext. 205
Student Finance ext. 206
Accounts Payable ext. 207
Fax: 951-689-3708
www.lsak12.com
[e-mail:finance@lsak12.com](mailto:finance@lsak12.com)

FINANCIAL GUIDELINES

The La Sierra Academy Board attempts to keep tuition and fees as low as is consistent with good fiscal management. The Academy reserves the right to adjust charges for tuition and fees at the second semester should unstable economic conditions warrant such adjustments. The following are financial policies that have been adopted by the board:

1. A parent or guardian must accept full financial responsibility for his/her student's cost.
2. All outstanding school accounts, at La Sierra Academy or elsewhere, must be settled prior to registration. A monthly bill will be sent to each family by the first business day of each month.
3. If an account becomes 60 days past due, the student will be withheld from attending classes until the amount is paid in full or satisfactory financial arrangements are made.
4. Cash, cashier's check, credit card, or money order may be required for payment on delinquent accounts. La Sierra Academy does not accept second party or postdated checks.

FINANCIAL ASSISTANCE

Students needing financial help may contact their local church education representatives and/or the Southeastern California Conference of Seventh day Adventists Office of Education. These entities have information on the Pacific Union Endowment Fund, Conference Low Income Aid, and the Southeastern Conference Ethnic Scholarships or the local church's educational assistance program.

WORK OPPORTUNITIES

Limited student employment is available on campus for students 14 years of age and older. Wages are minimal and are usually insufficient to pay tuition. Student job applications and work permit information are available at the business office.

RETURNED CHECKS

If a check or electronic payment is returned for any reason, a fee of \$35.00 will be charged. Checks returned for insufficient funds will be resubmitted electronically without notifying the drawer. After three incidents of returned items, payments must be made in cash, cashier's check, money order, or credit card.

OUTSTANDING BALANCES

All outstanding school accounts, at LSA or elsewhere, must be settled prior to registration. If an account becomes 60 days past due, the student will be asked to withdraw from school until the amount is paid in full or satisfactory financial arrangements are made. Cash, credit card or money order will be required for payment on delinquent accounts. LSA does not accept third party or postdated checks and will not assume responsibility for submitting postdated checks for payment before the post date.

FINANCIAL CLEARANCE

All accounts held by a family, current and past, will be considered for financial clearance. Financial clearance is required:

- To enroll each semester
- To receive a graduation diploma
- To participate in an overnight trip
- To sit for final exams

DISCOUNTS

On-time Discount

A discount of \$10 per student will be credited to accounts that are paid in full by the 10th of each month from September to May. If the 10th falls on a Saturday or Sunday, discounts will be given on accounts paid in full by the following Monday. When the 10th falls on a holiday, discounts will be given on accounts paid in full by the next business day. Payment by mail must be in the business office by the discount day to be eligible for the on-time discount.

Family Discount

The following percentage discounts on tuition will be given: 5% for the second child in a family at La Sierra academy; 10% for a third, fourth or fifth child in a family at La Sierra Academy. To qualify for family discounts, two or more students must appear on a combined family statement.

Pre-payment Discount

Payments made one year in advance before August 21, 2009, will be discounted by \$30 per month for ten months; payments made one semester in advance by August 21, 2009, and January 20, 2010, will be discounted by \$25 per month for five months.

SERVICE CHARGE

Accounts delinquent over thirty (30) days will be assessed a flat \$20.00 service charge after the 25th of the month.

PAYMENT OPTIONS

- Online at www.lsak12.com
- Checks or money orders - make payable to La Sierra Academy
- Credit Card - Visa & Mastercard
- Paytronic® - See ELECTRONIC PAYMENT and DISCOUNT below
- Cash – Please do not mail cash

ELECTRONIC PAYMENT and DISCOUNT

As a convenience, payments may be made electronically, through our Paytronic® payment system. LSA will make automatic deductions from a checking, savings, Visa or Mastercard account on the 10th of each month. A \$5.00 monthly discount (in addition to the on-time discount) will be given to each account on the plan. Generally, the first payment must be made by check or in cash.

TEXTBOOKS

LSA does not stock textbooks. New and used textbooks may be purchased via the Internet. For more information visit www.lsak12.com or call 951-351-1445 ext. 0.

SPECIAL ENROLLMENT-NON STUDENTS

Non-students may audit classes if space permits. The charge is 50% of regular tuition plus all required fees.

INTERNATIONAL STUDENTS

International students in grades 7 - 12 are welcome. Tuition is charged for the entire school year and is non-refundable. Discounts for pre-payment, two or more in a family, on-time payment, or worthy student aid are not applicable. A full year's tuition payment is required prior to enrolling in classes.

WITHDRAWALS

The date of withdrawal will be the date the parent or guardian signs and returns the withdrawal form.

EXTRA-CURRICULAR EXPENSES

The following are **estimates** for yearly school activities per student to help families budget yearly expenses.

Application Fee (New Students)*	\$50.00
Application Fee (International Students)*	\$100.00
Junior/Senior Bible Conference	\$120.00
Leadership Conference	\$100.00
Music Tour	\$400.00
Mission Trip	\$325.00
New Text Books	~\$500.00
PE Uniforms	\$35.00
PSAT/SAT	\$16.00/\$48.00
Senior Pictures	\$160.00
Senior Class Trip	350.00
Student Association Activities	\$100.00
12 th Grade Graduation Fee (2 nd Semester)	\$85.00
Transcripts	
Regular	\$3.00
Rush	\$20.00
Fax (domestic)	\$5.00
Fax (international)	\$10.00
Jr. Varsity/Varsity (Per Sport)	\$165.00

*Application fee is non-refundable for non-registrants.
~Actual cost depends on classes taken and availability of used textbooks.

TUITION RATES

The yearly tuition costs represent the total cost of educating each student in the respective grades for the

entire year. The monthly installment plan is designed to help parents spread the cost of tuition over 10 months and does not intend to quantify an "amount" of education each month. Installments are due on the 10th of each month, starting August 2009.

	Year	Semester	Month	Int'l
9 th	5,886	2,943	589	9,888
10 th -12 th	6,180	3,090	618	10,383

NON-MEMBERS OF THE SEVENTH-DAY ADVENTIST CHURCH

Tuition payments do not cover the full cost of operating La Sierra Academy. Members of the local Seventh-day Adventist Churches support Adventist education with substantial subsidies. La Sierra Academy reserves the right to charge higher rates for students who are not members of the Seventh-day Adventist Church.

COMPREHENSIVE FEE

A Comprehensive Fee of \$325.00 (due July 1, 2009) is assessed per student. This fee is to partly cover specific services not included with tuition. This fee is not refundable after the 10th school day of each semester. The following items are covered in the comprehensive fee:

- Elementary Student Supplies
- Volunteer Parent Background Check
- School Pictures
- Accident Insurance
- Yearbook
- Testing and Duplication
- Library access fees
- Student Association
- Technology
- Disaster Supplies

For students registering for the second semester only, the Comprehensive Fee will be \$244.00.

TUITION REFUND

The first tuition payment of each semester (August and January) will be prorated for withdrawal within the first TEN days of the semester. All other installment payments (September - December and February - May) will be fully refunded or charges reversed if the student withdraws before the 15th of the month. Tuition will not be prorated for late registrants who enroll within the first ten school days of each semester. Tuition and fees charged to international students are non-refundable after the first ten days of school.

PRIVATE MUSIC LESSONS

Private lessons are not included in the tuition charges. Individual arrangements must be made for private music instruction.

STUDENT ACCIDENT INSURANCE

A secondary limited coverage student accident insurance policy is provided for each student. All claims made are paid on a non-duplication, excess or secondary basis. This means the school's insurance company pays toward those expenses not paid or payable by any other valid and collectible insurance, HMO, PPO, or self-funded plan which may be in force on the student. Information is available from the Business Office. All students are covered for injury during the hours and days when school is in session and while attending or participating in school sponsored and supervised activities on or off school premises and whether or not school is in session. This coverage includes all interscholastic sports, except tackle football, which is not offered at LSA.

COUNSELING SERVICES

The school counselors, registrar, and faculty advisors provide services that are available to all students and their parents. Some of the services are:

1. Educational Counseling

- Students struggling in school are contacted by their advisor and an effort is made to help them in any way possible.
- Should a tutor be requested by parents, assistance is available through the registrar's office.

2. Career and College Counseling

- A Career Education class is required for all students.
- Inventory and temperament tests are administered and shared as part of this course.
- Information about scholarships and entrance requirements to colleges, schools of trade, etc. is shared with the students.
- Career/College/Scholarship Resource Center available to all students located in the LSA library.

3. Personal Counseling

- Students with personal problems are seen as soon as possible by the school counselor. Parents wishing to request assistance for their child may call the school counselor or principal. After hours appointments are made when necessary.
- LSA's school counseling is short-term based (approximately 1-6 sessions). In some situations referrals to outside services may be made.

SCHOLASTIC INFORMATION

SEMESTER PERIOD

Five semester periods (s.p.) of credit are earned by completing the requirements for a class which meets the equivalent of 40 minutes per day for one semester of 18 weeks. Lab courses require a minimum of 240 minutes

per week, of which an average of 40 minutes per week is devoted to laboratory experience.

INCOMPLETE WORK

A student may receive an "I" (Incomplete) in a course if he/she has an administrative and/or teacher approved emergency and has not had sufficient time to complete the work. The student must make arrangements with the teacher to complete the course requirements within the next nine-week grading period.

MINIMUM LOADS

Students are expected to carry at least 30 s.p. of work each semester. All seniors must enroll on campus for a minimum of 5 periods, or 4 periods if they are enrolled in a college course at La Sierra University.

REPEATED CLASSES

If a student fails a class or wishes to improve a grade, he/she may retake the class through an accredited home study program or in a structured class. The Academy does not provide individualized make-up study programs.

TRANSFER GRADES

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

ACCEPTANCE OF TRANSFER CREDITS

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

SEMESTER EXAMINATIONS

Examination Permits are issued by the Business Office when student accounts have been settled, library fines paid, and financial or other obligations have been fulfilled.

LATE ENROLLMENT GRADING POLICY

If a student enrolls after the beginning of the term and does not have transfer grades, any missed work may be handled by the teacher as follows:

A teacher will give a prorated grade for missed work. This may be appropriate for short periods of absences.

OR

The teacher will permit the student to make up missed work with sufficient time. Time allowed to make up work should be equivalent to the number of days the student missed.

This policy may also apply to approved pre-arranged absences or long-term doctor verified illnesses of over five days.

ACCELERATION

A student who wishes to accelerate by completing the graduation requirements in fewer than four years must submit a written request, signed by his/her parent, before the end of the second semester of his/her sophomore year.

To be eligible for acceleration, the student must secure the approval of the faculty and meet the following requirements of the Pacific Union Conference Education Code:

1. On a standard achievement test, the student must earn a composite score which places him/her at the 85th percentile or above.
2. The student must have and continue to maintain a GPA of 3.5 or higher.
3. The student should demonstrate initiative, maturity, and responsibility.
4. Transfer students must be in residence at La Sierra Academy for one full semester before a request for acceleration will be considered.

When a request for acceleration has been granted, the student becomes a member of the class with which he/she will be graduating.

LA SIERRA UNIVERSITY COURSES

Senior students who maintain a 3.0 cumulative GPA are eligible to take up to 15 quarter hours at La Sierra University during their senior year. There is a nominal recording fee charged by the University. Please see the Academic Vice Principal for details.

TRANSCRIPTS

Requests for transcripts should be submitted in writing and should be signed by a parent if the student is under 18 years of age. After the student leaves La Sierra Academy, one official or unofficial transcript will be issued without charge; additional official transcripts are \$3.00 each, \$20.00 for rushed transcripts, and \$5.00 for a faxed transcript (domestic), and \$10.00 for a faxed transcript (international).

COLLEGE SCHOLARSHIPS AND GRANTS

High school records and financial need are the basis for determining eligibility for many college scholarships. The California Grants Program and the Federal Pell Grants, are based on proven need, and may provide the best opportunities for seniors to receive college funds. Secondary grades determine the student's cumulative GPA. Secondary grades through the sophomore and junior years are the grades usually used in determining scholarship recipients.

CHANGE IN CLASS SCHEDULE

Each student's schedule will be established by the Registrar/advisor at the time of registration. Exceptions to policies must be approved by the faculty. Students who wish to change their schedules should secure a Class Change Request form.

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

Dropping a Class: The last day to drop a class and not have it recorded on the student's permanent record is five weeks after the beginning of the semester. Classes dropped after the fifth week and before the close of the fourteenth week are recorded with a WP or WF. The deadline for withdrawing from a class is the end of the fourteenth week of a semester. Withdrawals after the fourteenth week will be considered to be failures and must be recorded as an "F" for the semester.

WAIVER OF REQUIREMENT

A student may be granted a waiver when proficiency/competency is verified in a specific subject matter area (i.e., computer literacy or foreign language) by meeting the criteria and standards adopted by the Pacific Union Conference.

TOFEL SCORE FOR INTERNATIONAL STUDENTS

International students must take the Tofel test and receive a score of 100-120 on the computer based test or 400 on the paper based test. If the student has successfully completed a year at an English speaking school and provides evidence of their English abilities then their experience may be accepted in place of the Tofel test.

CHALLENGE OF A COURSE FOR CREDIT

A student who wishes to challenge a course for credit should submit a request in writing to the faculty. Challenge of a course for credit is limited to those subject areas and courses which are so designated in the Pacific Union Conference Curriculum Guide. A \$25 fee is charged for the administration of the examination. The academic vice principal has further details.

NON-RESIDENT/CORRESPONDENCE COURSES

Non-resident courses are those courses completed by a La Sierra Academy student during the summer or during the school year in a program other than at La Sierra Academy.

The student shall submit in advance a request to the faculty for all non-resident high school or correspondence courses he/she wishes to take and have applied toward graduation at La Sierra Academy. Work taken without prior approval may not be counted toward graduation.

Credit will be granted for non-resident courses which are offered at La Sierra Academy only in the following instances:

- a) Repeating a failed class(es).
- b) Make-up courses needed to place the student in a college-prep program.
- c) Special circumstances such as the course not offered at LSA.
- d) A maximum of ten (10) non-resident credits may be earned during any one summer term.

Examinations from correspondence courses should be sent by the correspondence school to the Academic Vice Principal for proctoring.

REQUIRED TESTS

Eighth-grade students who take Algebra I under the auspices of the academy may receive credit toward high school graduation. Eligibility for this class will be determined by:

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

Students must be approved by the Math/Science department and Junior High Administrator.

Required tests by grade include:

- Grade 8 -** Mathematics Diagnostic Testing Program (MDTP) Algebra Readiness.
- Grade 9 -** The Iowa Test of Educational Development (ITED) includes reading, writing and math which must be passed at designated levels in order to receive a high school diploma in the State of California. La Sierra Academy entry level minimums are ITED scores of: 7.0 for Language; 7.0 for Reading; and 7.0 for Math.
- Grade 10 -** The (ITED) tests are administered in the sophomore year. The PSAT is also available and highly recommended.
- Grade 11 -** The (ITED) test is available at the eleventh-grade level. The Preliminary Scholastic Achievement Test (PSAT) is also offered during the junior year. This test measures reasoning abilities and preparedness for college academic work. National Merit Scholarships are awarded to top-scoring participants. It is recommended that all college-bound juniors take this test. It is also an excellent practice to take the SAT and/or ACT tests required for admission by most colleges.
- Grade 12 -** The American College Test (ACT) or the Scholastic Aptitude Test (SAT) are required for admission to most colleges. It is recommended that one or the other (or both) of these tests be taken early in the senior year. Colleges use the scores of these tests for admission and for scholarship consideration. All college-bound students should plan to take one or the other of these tests by March 1.

GRADING SYSTEM

Mark	Points	
A	4.0	Excellent
A-	3.7	
B+	3.3	
B	3.0	Above Average
B-	2.7	
C+	2.3	
C	2.0	Average
C-	1.7	
D+	1.3	
D	1.0	Below Average
D-	0.7	
P	-	Pass With Credit
I	0.0	Incomplete
F	0.0	Failure
FA	-	Failure for Attendance
W	-	Withdrawal
WF	-	Withdrawal Failing
NM	-	No Mark, No Credit
WP	-	Withdrawal Passing

SCHOLASTIC REPORTS

Progress reports and grades are mailed to parents and guardians at the following periods:

Interim Reports

Mailed at the mid-point of each nine-week period to parents of students who are earning below C grades.

Grade Reports

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

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

ACADEMIC ASSISTANCE/TUTORING PROGRAM

La Sierra Academy is committed to assisting each student's development toward his/her full academic potential. An **Academic Assistance Program** is used to motivate and monitor the academically at-risk students. Students who attend La Sierra Academy must commit themselves to participating in the Academic Assistance Program if the following conditions occur:

- The student receives 2 or more F's on a progress report (mid-quarter deficiency reports);
OR
- The student has a GPA lower than 1.5 at a quarter or semester grading period.

The program involves student tutors from La Sierra University who commit to help LSA students succeed. These LSU students come to campus each week to conduct one-on-one and small group tutoring sessions. This tutoring program has proved to be a positive factor in assisting our students in meeting the challenges of their academic program.

GRADUATION REQUIREMENTS

A diploma is granted to a student (1) who has been in attendance at La Sierra Academy for both semesters of his/her senior year, (2) who presents evidence of having completed the eighth-grade, whose conduct and attendance have been satisfactory, and who passes a 10th grade proficiency exam in reading, writing, and mathematics. The minimum number of semester periods and specific subjects required for each diploma (General, College Prep, and Honors) are as follows:

Description	General Diploma	College Prep Diploma#	Honors Diploma	Requirements
Religion (5 units for each semester in attendance at a Seventh-day Adventist school.)	40	40	40	Students who complete graduation requirements at the end of the first semester of their senior year must take ten semester periods of religion for the year.
English	40	40	40	Only 20 units of English is transferable from non-English speaking school.
Math (Plus mathematics proficiency – 10.0 on the Iowa Test of Education Development or equivalent.)	20	30**#	40***#	**Must include Algebra I, Geometry, Algebra II; ***Must include Algebra I, Geometry, Algebra II, Pre-calculus #Pre-algebra or other introductory math classes not accepted.
Science 10 semester periods: biological science 10 semester periods: physical science	20	30#	40*	#Must include two laboratory sciences *Must include three laboratory sciences
Social Studies 10 semester periods: US History 5 semester periods for each of the following: US Government, Economics, World History.	25	30	30	
Modern Language		20	20	
Health/Career Ed	10	10	10	
Keyboarding / Computer Lit	10	10	10	
Applied	10*	10*	10*	*A maximum of 5 semester periods may be earned in Yearbook.
Work Experience	5	5	5	
Fine Arts	5*	20	20**	*Requirement may be met by taking a minimum of 30 (15/semester) weekly private music lessons from an approved music teacher **Must include 1 year of Music Appreciation or Art
Physical Education	30	30	30	Taken over 6 semesters. Varsity credit may fulfill graduation requirements for only 10sp
Honors Seminar	0	0	0*	*Special lectures and/or activities during senior year.
Community Service	25 hr/yr	25 hr/yr	25 hr/yr	Required for each year of attendance at Pacific Union Conference secondary schools.
Electives	25	0	15	
TOTAL CREDITS	240	275	310	
GPA Requirement	None	2.50	3.50*	No grade below B- in any course for honor diploma.

HONORS PROGRAM

Entrance Requirements:

Admission to the Honors Program is by invitation of the academic vice principal at the end of the Freshman year. Participants must maintain a cumulative GPA of 3.5. with no grade below a “B-”

GRADUATION CONTRACT

Seniors must sign a graduation contract with the academic vice-principal by November 1 of the anticipated graduation year. The vice-principal may give preliminary approval. After the first semester grades become available, the contract will be reviewed by the vice-principal and submitted to the academic standards committee or faculty for final approval. Should the contract not be approved, the student will be unable to participate in any further senior activities or march at graduation.

CONTRACT TERMS

The Graduation Contract includes the following terms:

1. All second semester courses must be taken “in residence” unless approved by the academic vice-principal.
2. Enrollment in all classes needed for graduation and the recognition that failing a required course during second semester of the senior year will be designated in the graduation program as “prospective summer graduate” at the awarding of the diplomas.

GRADUATION CORDS

1. Academic honor cords (gold) will be awarded to College Prep and Honors diploma graduates and are based on the cumulative GPA at the end of the first semester of the senior year as follows:
 - One cord 3.50 – 3.69 GPA
 - Two cords 3.70 – 4.00 GPA
2. Cords for attendance (white) at La Sierra Academy are based on the following:
 - Single cord- Uninterrupted attendance at La Sierra Academy for Grades 9–12
 - Double cords- Uninterrupted residency at La Sierra Academy for Grades 1–12

STOLES

- Blue lettering - Standard diploma
- Gold lettering - Honors diploma
- Silver lettering - College Prep

COLLEGE ENTRANCE GUIDE

The following list serves as a guide to the subject requirements for college entrance for La Sierra University and the University of California System. Many colleges and universities differ in their admission requirements, therefore, a student planning to attend a college should obtain a current bulletin from the respective institution.

LA SIERRA UNIVERSITY	
Requirements	
English	4
Math	3
<i>Algebra I & II and Geometry</i>	
Lab Science	2
<i>Biology, Chemistry (Physics recommended)</i>	
History	2
<i>Including US & World History</i>	
Religion	1
<i>(for each year at a SDA school)</i>	
Language	2
<i>2 years in the same language</i>	
Keyboarding / Computer Literacy	1
Health	½
Testing Requirement	
ACT or SAT	
UNIVERSITY OF CALIFORNIA / CALIFORNIA STATE UNIVERSITY	
Requirements	
English	4
Math	3
<i>Algebra I & II and, Geometry</i>	
History or Social Science	2
Lab Science	2
Foreign Language	2
<i>2 years in the same language</i>	
Visual / Performing Arts	2
Approved Electives	1
<i>From above areas</i>	
Testing Requirement	
ACT or SAT Reasoning	
SAT Subject Tests*	
*University of California Only	

COURSE SEQUENCE

All of the courses listed for each year, except the electives, are required courses which should be taken in sequence. Approval of a change in the sequence must be obtained in advance from the Registrar.

Grade 9

- 10 - Religion I
- 10 - English I
- 10 - Mathematics
 - Pre-algebra Algebra I
 - Geometry
- 10 - Physical Science
- 10 - Physical Education
- 10 - Keyboarding/Basic Computer Skills
- 5-10 - Career Education / Health
- 10-20 - Elective courses:
 - Band Art
 - Choir Music Appreciation
 - General Business Drama

Grade 10

- 10 - Mathematics
 - Algebra I Geometry
 - Algebra II
- 10 - Religion II
- 10 - English II
- 10 - Biology*
- 10 - World History
- 10 - Physical Education
- 10 - Career Education / Health (if not completed by grade 9)
- 10 - Applied Arts
- 10-15- Elective Courses:
 - Art Band
 - Choir Drama
 - Journalism Music Appreciation
 - Spanish I or French (if student has a 3.0 GPA and wishes 3 years of Spanish)

Grade 11

- 10 - Religion III
- 10 - English III
- 10 - U.S. History
- 10 - Physical Education
- 10 - Applied Arts (If not completed in Grade 10)
- 10-20- Elective Courses:
 - Band Choir
 - Delta Mu Chemistry*
 - Spanish I* Art
 - French
 - Drama Journalism
 - Music Appreciation
 - Math*
 - Geometry
 - Algebra II
 - Pre-calculus

Grade 12

- 10 - Religion IV
- 10 - English IV
- 5 - U.S. Government
- 5 - Economics
- 10-20- Elective Courses or departmental requirements not already completed.
 - Drama Journalism
 - Spanish II* Physics*
 - French II
 - Math* Biology II*
 - Algebra II
 - Pre-calculus

**Recommended for College Entrance.*

WORK EXPERIENCE

Work Experience Education is a Pacific Union Conference requirement for all graduates from Seventh-day Adventist secondary schools. Supervised employment of clock hours fulfills the 5 semester credit requirement. International students are excluded from this requirement.

There are two ways to meet the work experience requirement:

Students may complete the requirement by verifying proficiency and competency in work experience. At the completion of 100 hours of paid or volunteer work, documentation is submitted to the Work Experience Coordinator and a grade of pass or fail is noted.

OR

A student may work for on campus work experience which consists of one period per day of supervised paid or un-paid campus work for a semester. The student will receive a regular A-F grade.

COMMUNITY SERVICE

Twenty-five (25) clock hours of unremunerated community service per year of attendance at a Pacific Union Conference secondary school are required.

PHYSICAL EDUCATION

In order to receive credit for PE the student must be able to participate. PE is a participation class. Should the student be unable to participate, due to health reasons, a note from the doctor must be provided. The student will then drop PE for that time period and will only receive credit for the amount of time they attended and participated in that class.

COURSE DESCRIPTIONS

We invite you to view the academy website at www.LSAK12.com for a complete list of current course descriptions.

ATTENDANCE POLICY

Consistent attendance, whether at school or at work is an important part of our society. Some employees view a student's grades and their attendance record as being equally important.

ATTENDANCE OFFICE – DAILY PROCEDURE

1. Parents are requested to call directly to the attendance office between 7am - 8:15am if their student will be absent from class or classes.
2. During second period the attendance officer will call the home of the student(s) who are not in their first period class, if their parents have not called the attendance office.

TARDY POLICY

The following tardy policy will be followed:

1. After the 3rd tardy in the same class (6 tardies for 1st period) a student will be assigned to serve a detention and pay a supervision fine.

2. If a junior or a senior student is assigned to detention because of habitual tardiness to Period 6, they will be subject to losing off-campus lunch privileges for a period of time.
3. Students are considered tardy to class if they enter class within the first 10 minutes of class. After ten minutes they are considered absent.
4. Students who are assigned to a detention must serve it in the week assigned.
5. Tardies do not carry over to the next quarter, but all detentions must be served for each quarter.

TRUANCY POLICY

A student is considered to be truant if (s)he is absent from class for one or more periods without prior parental knowledge and/or teacher permission or if (s)he leaves campus for any non-school related reason without following the prescribed checkout procedures.

ABSENCE POLICY

Absence Categories: There are two categories of absences at La Sierra Academy:

1. **School Related Absences** are classes missed due to pre-approved school events. Examples are field trips, tour trips, mission trips, and athletic competitions.
2. **Personal Absences** are planned or unplanned events, such as illness, medical appointments, court appearances, church-related activities, or parental choice. Each student has a maximum of 18 class absences. **Please note that there are no excused or unexcused absences.** However, **notes from parents excusing an absence are necessary for students to make up missed work.**

It is in the student's best interests to keep track of the reasons for their absences in case they exceed the maximum allowable absences and a petition for credit needs to be made.

NOTE: Parents or guardians are requested to notify the Registrar's Office in advance in writing regarding all-day or partial-day pre-arranged absence(s).

The school attempts to notify parents or guardians when students are absent or if they leave the campus without prior permission.

It is the student's responsibility to check weekly attendance reports and report discrepancies within one week.

SIGN-IN/OUT: When students arrive after their first period or leave prior to the end of their school day, they should sign in and/or out at the receptionist's window.

EXCESSIVE ABSENCES:

If the combination of school-related and personal absences for a course falls above an average of one absence per class per week, the following steps are followed:

1. After five weeks, if a student's attendance exceeds an average of one absence per week, the student is assigned to detention.
2. **If a student misses 18 or more respective class periods in a semester for any reasons, (s)he may not receive credit for the course.** The student may petition the faculty for academic credit for long-term illnesses or other special circumstances.

DETENTION POLICY

Detention begins on the fifth week of the school year and is held as announced.

Consequences of Missed Detentions:

First Missed Detention: The student must bring a \$10 fine on the next school day. If the student returns to school without the fine, (s)he will be allowed to attend classes for one day, but may not return the second day without the fine.

Second Missed Detention: The student will be suspended on-campus for one day, with a \$10 fine. The parents must meet with the administration during the week.

Third Missed Detention: The student will be suspended from all classes until (s)he and the parent(s) meet with the administration.

In addition to fines for a missed detention, the student must make up the missed detention during the following week and pay the normal detention fee.

PERFECT ATTENDANCE: Students with a record of no personal absences and no more than 3 total tardies at the end of the semester are eligible for a perfect attendance trip.

STUDENT ORGANIZATIONS

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

The treasurer of each organization, in co-operation with the sponsors and the Business Office, must keep written accounts of all the funds for that organization. All cash must be receipted by the treasurer and duplicate receipts filed in the Business Office.

STUDENT OFFICES

Points are assigned to offices on the basis of the office and the work involved. A student may hold a maximum of 5 points at any given time.

Petitions are available from the academic vice principal for all offices. Candidates for office must be approved by the faculty. Student officers must stay in compliance with the point system and criteria requirements to be in office.

POINT SYSTEM

If the criteria are not maintained, the student will be placed on probation for one quarter and may be removed from office at the end of the quarter.

Each office is assigned a point value as indicated in the following table:

Office	SALSA	SR	JR	SO	FR	CM	OTH
President	4	4	4	3	3	3	1
Vice-President	4	4	4	3	3	3	1
Religious VP	4	4	4	3	3		
Social VP	4	4	4	3	3		
Secretary	2	3	3	2	2	3	1
Treasurer	2	3	3	2	2	3	1
PR Director	2	3	3	2	2		
Webmaster	2						
Pastor						3	1
Parliamentarian	2	3	3	2	2		
Senators	2	2	2	2	2		
Yearbook Ed							4

1. Student leaders may hold offices that do not add up to more than 5 points.
2. Students may not hold more than one office in the same organization or hold the same office in two or more organizations.
3. A class senator may not hold a SALSA office. Class presidents may not hold an office of SALSA senator.

OFFICE CRITERIA

Criteria Points	4	3	2	1
Residency*	1 year prior to the term in which the office will be held.			1 semester prior to the term in which the office will be held.
Attendance	Personal absences not more than 6 days or 40 random periods during the semester of or that preceding qualification for candidacy.			
Citizenship	No suspension or probation during the semester or that preceding for candidacy.			
Cumulative GPA**	3.0	2.7	2.5	2.0

*There are no residency requirements for freshman offices.

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

In order to run for office the annual community service hours must be completed.

NOTE: Continued eligibility is checked at the end of each quarter. Student officers who are no longer eligible

will be handled according to Article VII, Section 4 of the Student Organization Constitution. "Forfeiture of Office" (2002-03 edition)

CLASS ORGANIZATIONS

Eligibility for Class Standing

- Freshmen** Students who have completed the eighth grade.
- Sophomores** Students who have completed one year of high school with a minimum of 60 semester periods of credit.
- Juniors** Students who have completed two years of high school with a minimum of 120 semester periods of credit.
- Seniors** Students who have completed three years of high school with a minimum of 180 semester periods of credit and can schedule the courses required for graduation. To be a member of the graduating class, the student should be in attendance for the entire year.

STUDENT ASSOCIATION

Every enrolled student is a member of the Student Association of La Sierra Academy (SALSA). All meetings are conducted in harmony with the SALSA constitution.

Executive Student Council

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

Student Senate

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

NATIONAL HONOR SOCIETY

The National Honor Society is open to students with a minimum cumulative GPA of 3.7, no course grade lower than a B- and who are sophomores, juniors, or seniors. The club emphasizes educational enrichment activities, including field trips.

VARSITY SPORTS PROGRAM

The Varsity program at La Sierra Academy recognizes the success of student-athletes by providing them an opportunity to participate in a Christian athletic setting where traits such as academic importance, self-discipline, sportsmanship, and team values are stressed. An important goal of the coaching staff is to teach student-athletes to understand the importance of athletic training while developing values to help them become successful Christian-athletes.

It is important that eligibility and participation requirements be met by players, as well as auxiliary personnel, such as team managers, scorekeepers and statisticians.

Eligibility Requirements:

To become eligible for Varsity or Junior Varsity participation a student must have met the following requirements during the previous grading period:

1. A cumulative GPA of 2.0
2. No F's or incompletes in any class.
3. Students become eligible to play Varsity or Junior Varsity only during the tryout period.
4. Community service credits be completed:
 - Sophomores 25
 - Juniors 50
 - Seniors 75
5. Students may not tryout for varsity until their eligibility forms have been submitted and cleared by the academic vice principal's office. Eligibility for each sport is based on the following grading periods:

Volleyball	Second semester of the previous school year.
Soccer	First quarter of current school year.
Basketball	First quarter of current school year.
Baseball/Track Softball	First semester of current school year or third quarter grading period.

Participation Requirements:

A student may lose eligibility for one or more games through any of the following:

1. Suspension, either on or off campus, will result in a player being ineligible to play on the day(s) of the suspension.
2. Detentions that are not served will result in a player being ineligible to play until the detention is served.
3. Absence from one or more classes on a game day, unless prearranged with the Athletic Director, will result in a player being ineligible to play on that day.
4. A student who received a grade of F for any class at a 4 ½ week mid-term report will be ineligible to play for a minimum of one game and remain ineligible until the grade has been raised to at least a level of D- after the work is made up.
5. A student who receives a grade of F for any class, or who earns a cumulative GPA for the grading period of less than 2.0 at a Quarter or Semester grading period, will become ineligible to play for the remainder of the season. Posted quarter or semester grades may not be "made up" for the purpose of re-establishing eligibility.

A student who is not eligible to play for any reason may not travel with the team to away games.

GENERAL REGULATIONS

By registering at La Sierra Academy, the student and his or her parents or guardians agree to comply with the rules and regulation as published by the school. **All regulations adopted by the faculty and announced to the student body have the same force as those published and remain in force throughout the year; both on and off the campus.**

CLOSED CAMPUS

Freshmen and sophomores may not leave campus for lunch or at any time during the day unless they are with their parents who may sign them out. Juniors and seniors may leave campus for lunch with written permission from their parents to the school. They may not leave at random times during the school day without permission. Lunch privileges may be suspended for attendance, citizenship problems, or by parental request. LSA has a closed campus. There should be no loitering in the quad or around school buildings during class, work hours, or during any program. Students staying on campus for school activities are expected to stay in the area of the activity and leave the campus when the activity is completed.

PLACE OF RESIDENCE

Students attending La Sierra Academy are expected to live with their parents. If it is necessary for a student to live with a relative or guardian while attending LSA, permission must be obtained from the Administration.

UNSUPERVISED PLAY

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

LOCKERS

Each student is assigned a locker fitted with a combination lock. Students are urged to keep their lockers locked at all times. It is not wise to store money or items of great value in student lockers. All changes in locker assignments must be made through the administrative secretary. Any item displayed or stored in the lockers should be consistent with the philosophy of the school. **The administration reserves the right to search lockers at any time.**

CARE OF PROPERTY

Each student is expected to respect the property rights of the school and of every member of the school. A minimum charge of \$50 may be made for possessing an unauthorized key or tampering with locks, student lockers, or school property.

ELECTRONIC DEVICES

Personal listening devices such as: MP3 players, Ipods, CD players, electronic games, portable TV's radios and other such electronic devices, are not to be used or seen on campus during school hours. In the event there is a need for these items to be used at school, specific permission will be given to the students. The use of laptop computers other than for educational purposes is prohibited.

Some equipment with headphones may be permitted on extended trips upon the discretion of the sponsor.

Cell phones and pagers are allowed at school, but they are to be turned off between and during classes. They may be used during lunchtime. Students are not to receive or make calls or text messages during or between classes. Should a student do so, the teacher may ask that he or she surrender the item.

The administration reserves the right to search cell phones, ipods or other electronic devices if there is a suspicion of inappropriate content and/or campus student safety.

UNIFORM DRESS CODE

La Sierra Academy wishes to present an image of Christian values to our community, parents, and students which is consistent with modesty, good taste, cleanliness, and neatness. Because interpretation varies from one individual to another, these guidelines are to help students and parents understand the dress code for LSA high school students. **Students are required to maintain the dress code while on campus, before, between and after classes.** For special events at school or off-campus events, acceptable dress code variations may be announced.

La Sierra Academy has chosen True Grits as a single vendor for the uniforms which students are required to wear. All items are to be purchased from True Grits. "Look-alikes" will be treated as out of uniform. Uniform requirements include outerwear.

Young men may wear the following True Grits items:

- Polo Shirts: Black, White, Gray, Navy (may be un-tucked)
- Oxford Shirts: White, short or long sleeve (must be tucked in)
- Long Pants: (Flat or pleated) Khaki, Navy
- Shorts: Khaki or Navy
- Sweatshirts: Black pullover, Gray zip-up
- Jackets: Navy zip-up

Young ladies may wear the following True Grits items:

- Polo Shirts: Black, Gray, Navy (may be un-tucked)
- Oxford Blouse: White, short or long sleeve (must be tucked in)
- Sweater Shell: Black
- Long Pants: Khaki, Navy
- Shorts: Khaki, Navy
- Skirts: Blue Plaid, Gray
- Sweatshirts: Black pullover, Gray zip-up

- Jackets: Navy zip-up

BANQUET/CLASS NIGHT DRESS CODE

Women: No sheer, backless, or immodestly slit dresses may be worn. No cleavage may be shown. Ladies that do not comply with the dress guidelines will be provided with an appropriate covering accessory. Dresses must be pre-approved by two female staff members.

Men: Suits, sport coats, or church attire is appropriate. No shorts or short pants of any kind are acceptable.

GENERAL DRESS GUIDELINES FOR YOUNG MEN AND WOMEN

1. All clothing is to be appropriately fitted.
2. No hats, headbands, headscarves or bandanas are to be worn.
3. All clothing should be worn as intended and not inside out. No ragged edges or holes.
4. Hair and physical appearance is to be clean and neatly groomed. Avoid extreme fads such as, but not limited to, unnatural hair coloring, Mohawk haircuts and spiked hair greater than 2".
5. Shoes or sandals are to be worn. At certain times appropriate footwear for an activity may be mandated. (Examples: labs, PE, varsity, etc.)
6. No extreme jewelry, body piercing or multiple earrings. Men may not wear earrings. No heavy chains.

Ladies - please note that skirts and shorts should be no shorter than 2" above the knee when standing.

SKATES, SKATEBOARDS, OR ROLLER BLADES

These items are not permitted to be used on campus.

HEALTH SERVICE

A nurse's office is located on the elementary school campus. All student health records are kept there and limited health services are available to high school students.

MEDICATION AT SCHOOL

Self-administration of drugs, whether prescription or not, is not permitted on the school premises. Students who are required to take medicine prescribed by a physician during the regular school day, may have the medication administered by the school nurse or other designated school personnel. However, the school must receive:

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

Such medication must be delivered to the school office in the original container as delivered by the pharmacy to

the parent or student. Students are not to carry any medication on the school premises.

BICYCLES

A lock is recommended for each bicycle. La Sierra Academy is not liable for any loss of or damage to bicycles. Bicycles should always be walked on the school grounds and placed in the racks provided.

**THE SCHOOL ASSUMES NO
RESPONSIBILITY FOR DAMAGE
TO OR LOSS OF PERSONAL
PROPERTY LEFT ON THE SCHOOL**

MOTORIZED VEHICLES

The following regulations apply to all motorized vehicles, including mopeds and motorcycles, used by students during school hours or on school activities:

1. All motored vehicles must be registered, authorized and assigned a parking space. The student must have a valid vehicle license and meet California State insurance requirements. **The school does not assume responsibility for damage or loss.**
2. Vehicles are not to be used during school hours except by special authorization.
3. There is to be no loitering in or around the vehicles in the parking lot.
4. School permission will not be granted to a student to leave campus in a borrowed vehicle or to ride with anyone other than his/her parents or immediate family member. Prior arrangements must have been made by parents and approval given through the Principal's Office.
5. Students are to respect campus parking regulations and operate vehicles in a safe and legal way.

GUIDELINES FOR STUDENT BEHAVIOR

The following are examples of (major and minor behavior) that are inappropriate and/or unacceptable.

Involvement in actions such as the following may result in an outcome listed under the section titled "Behavior Consequences."

Dress Code: Failure to observe and comply with the school's dress code.

Forgery: Using the signature or initials of a teacher, parent or another student.

Verbal Abuse: Statements which may intimidate or injure another person.

Classroom Disruption: Any action which disrupts the ability to teach the learning process or the opportunity for other students to learn.

Defiance of School Personnel's Authority: Refusal to comply with reasonable requests by school personnel or appropriate adult.

Disorderly Conduct, Profanity and Obscene Behavior: Conduct and/or behavior which is disruptive or inappropriate to the orderly educational procedure of the school including profanity or vulgarity.

Destruction or Defacement of Property:

- Attempting, damaging, destroying or mutilating objects or materials belonging to the school, school personnel, or other persons.
- Tagging, graffiti, writing or defacing school property.
- The possession of spray or marking paraphernalia.

Fighting: Engaging in, or threatening to engage in, physical contact for the purpose of inflicting harm on another person.

Theft: Receiving, taking or attempting to take property of another person.

Sexual Behavior: Engaging in excessive physical contact or other activities with sexual overtones, and/or explicit sexual acts.

Alcohol, Drugs and Tobacco: The use, possession, or sale of alcoholic beverages or any intoxicant. Possession, sale, or use of controlled substances or their "look-a-likes." Possession of drug paraphernalia. Possession or use of tobacco. **The administration reserves the right to conduct random drug testing.**

Extortion and/or Robbery: The solicitation of money or something of value from another person in return for protection or in connection with a threat to inflict harm. Taking or attempting to take property by force or deceit.

Physical Attack: Physical attack by a person or a group of persons upon another person who may or may not wish to engage in the conflict.

Arson: Intentional burning of property.

Weapons, Dangerous Objects, and Explosive Devices: The use, possession or furnishing of any weapon, knife, firearm look-alike, or other dangerous device. The use, possession or sale of explosive devices.

Inappropriate Sexual Conversations/Behavior: The academy promotes ideals such as tolerance and respect toward all individuals. The principles and values of Seventh-day Adventist beliefs on issues includes: the sensitive area of inappropriate sexual conversations, and possession of literature, and the use of cell phone, internet websites and such. Any outward, written or verbal display, acceptance or practice or promotion in these areas, not limited to, premarital sex, sexual conversations, and homosexuality, will be considered a breach of this policy.

BEHAVIOR CONSEQUENCES

Unacceptable or inappropriate behavior may result in one or more of the following consequences:

Student Conference: One or more school officials meet with the student and try to reach an agreement of acceptable behavior.

Parent Conference: A conference held with the parent or guardian in person or by phone with one or more

school officials regarding student behavior. The student or a pastor may or may not be involved.

Detention/On-Campus Suspension: Student may be removed from one or more classes, but will remain at school in a supervised location. Students may not return to classes until parents are notified and the issue resolved. Student may be detained for disciplinary reasons after the close of the school day.

School Alternative Program: A student may be temporarily assigned to an alternative program by the principal or designee. The alternative program could include a reduction in the school day, temporary independent study, or another alternative that is short of suspension from school

Off-Campus Suspension: A student may be suspended off campus for up to five days for a serious offense or when other means of correction have failed to modify a student's behavior.

(Parents shall be notified of the suspension by phone within twenty-four hours and a letter sent as written confirmation.)

Expulsion: A student may be expelled by the Board of Trustees Executive Committee. The student shall be notified that (s)he are being suspended for up to 10 school days and that (s)he is being considered for expulsion. Parents shall be notified by phone within twenty-four hours of the suspension and of the recommendation for expulsion.

Appeal

The student, or the student's parent(s) or guardian, has the right to appeal a suspension and/or expulsion.

Appeals of a suspension will be heard by the faculty of La Sierra Academy. The suspension may have been served, but if the suspension is overturned on appeal to

the faculty, all reference to the suspension will be removed from the student's record.

Expulsions may be appealed to the Board of Trustees Executive Committee. If the expulsion is overturned, all reference to the expulsion will be removed from the student's record.

SEXUAL HARASSMENT

La Sierra Academy is committed to providing a school environment free from sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests and/or other conduct of a sexual nature which is offensive. It can be spoken, written, or physical behavior. It includes offensive pictures, graffiti, and jokes.

Incidents of harassment should immediately be reported to school authorities. Individuals who sexually harass others are subject to discipline including suspension and/or expulsion.

Sexual harassment and offensive behavior will not be tolerated. Involvement in offensive sexual conduct is made a condition of academic status, progress, benefits, honors or activities.

Reporting Procedures: Students who have experienced sexual harassment should report the incident to school authorities as soon as possible. If the harassment is between students, the student should report the incident to the classroom teacher.

The student may also report the incident to the principal, vice principal or a counselor.

If the harassment comes from an adult, the student should report directly to the principal.

CHEATING POLICY

	Minor Infraction	Major Infraction
1 st Minor Infraction	The student will lose all points/credit for the quiz, test, assignment, or project involved. Parents and student will be notified in writing and an infraction report will become part of the student's file.	
2 nd Minor and/or 1 st Major Infraction	<p>The student will lose all points/credit for the quiz, test, assignment, or project involved. Membership in, and privileges of the National Honor Society, if the student is a member, will be forfeited for two quarters.</p> <p>Parents and student will be notified in writing and the infraction report will become part of the student's file.</p> <p>All infractions after this are counted as major infractions beginning with the third minor infraction.</p>	<p>The student will lose all points/credit for the quiz, test, assignment, or project involved.</p> <p>Membership in, and privileges of the National Honor Society, if the student is a member, will be forfeited for two quarters.</p> <p>At the end of the semester the student's grade in the class will be reduced by one full letter grade.</p> <p>The appropriate extra-curricular committee will be notified of the cheating incident to consider further discipline or action. These committees include, but are not limited to, athletics, student association, campus ministries, and music.</p> <p>Parents and student will be notified in writing and the infraction report will become part of the student's file.</p>
3 rd Minor and 2 nd Major Infraction	<p>The student will receive an "F" for the current semester in the class where the infraction occurred. Membership in the National Honor Society, if the student is a member, will be permanently revoked. Any offices held in student organizations will be forfeited.</p> <p>Parents and student will be notified in writing and the infraction report will become part of the student's file.</p>	
3 rd Major Infraction	The student is subject to expulsion.	

FACULTY & STAFF

2009 – 2010

Eric Anderson, BA.....	Band, Ensemble
*Elena Andrushko, BA.....	Art
*Nettie Armenta.....	Library Aid
Glenn Bentjen, BA, MA.....	Vice Principal for Academics / Registrar
*Velda Brown, BA, MBA.....	Personal Finance, Pre-Algebra, Career Education
Patricia Burgos.....	Administrative Secretary
Cheryl Burishkin, BSc.....	Physical Education
Cynthia Clark, BA, ASRN.....	Religion, Chaplain
Cyril Connelly, BA, MAT, Ed.D.....	Principal
*Marina Ferrando, BS.....	Physical Education, Health
Wally Garrett.....	Maintenance Director
Jonathan Gless, BA.....	Economics, Government, U.S. History
Alfonso Gonzalez.....	Custodian Supervisor
Minerva Gordon, BA, MA.....	Spanish, Career Ed, Foods & Nutrition
Luis Grados, BS, MBA.....	Computers, Elementary PE
Cherish Hall.....	Safety & Security
David Jewkes, BA, MA.....	Algebra I, Geometry, Pre-calculus
Richard Jordan, BA, MA.....	English
*Dewald Kritzing, BA, MA.....	Chaplain, La Sierra University Church
Steve McClain, BA, MA.....	Chemistry, Physics
Judith Nelson, BA.....	Alumni, Yearbook
Ben Nyirady, BA.....	Physical Education, Health
Iveth Orozco, MA.....	Vice-Principal 7-12
Leslie Patch.....	Librarian
Dean Pearson, BS, MS.....	Biology, Physical Science
Robert Peeke, BA, MA.....	Religion, Speech
Johanna Pilgrim, BA, MA.....	Student Accounts
Edwin Rumbaoa, BA.....	Choir, Delta Mu
Paul Sanchez, BA, MBA.....	Senior Accountant
Enilson Sarli, BA, MA.....	Technology Coordinator
*Tom Smith, Ph.D.....	French
Daphne Thomas, BS, MSW.....	K-12 Counselor
Michael Tomas, BS, MA.....	Physical Science, Geometry
David Veglahn, BA, MA.....	English
Walter Weber, BA.....	Journalism, World History, Religion
Michael Woodbury, BA, MA.....	Physical Education, Athletic Director
Evelyn Zapien, BS.....	Vice-Principal Finance

* Part-Time