



ESCONDIDO ADVENTIST ACADEMY

Elementary ♦ Middle School ♦ High School



STUDENT & PARENT HANDBOOK

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ESCONDIDO ADVENTIST ACADEMY

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The faculty and staff of Escondido Adventist Academy are dedicated to providing a Christ-centered environment in which to educate the Head, the Hand, and the Heart. If this is your goal too...

Welcome to the EAA family!

HISTORY

Escondido Adventist Academy was established in 1903 as an elementary school, moved to Ninth Avenue in 1956, became a junior academy (K-10) shortly thereafter, then graduated its first high school class in 1983. In the Fall of 2008, EAA moved to its present location on Deodar Road. It is operated by a school board which represents the fifteen Seventh-day Adventist churches in San Diego's North County. EAA is a part of the Southeastern California Conference of the Seventh-day Adventist School System. The school is accredited by the Adventist Accrediting Association (AAA) and the Western Association of Schools and Colleges (WASC).

PHILOSOPHY OF ADVENTIST CHRISTIAN EDUCATION

The Seventh-day Adventist Church recognizes God as the ultimate source of existence and truth. In the beginning God created in His image a perfect humanity, a perfection later marred by sin. Through Christ and His Spirit, God determined to restore humanity from its lost state. Through the Bible, He has revealed His will to the world, a revelation that supersedes human reason. Through His Church on earth, He seeks the lost for His kingdom.

The basic tenets of the Seventh-day Adventist Church are directed toward God's restorative plan for fallen humanity. The SDA Church has its own system of education to foster students' personal relationship with Jesus Christ through exposure to these tenets, and to instill in each student with a desire to share that relationship with others.

Adventist education seeks to impart far more than academic knowledge. It is designed as a balanced development of the whole person. Its time dimensions span eternity. The Seventh-day Adventist education system has many goals, including:

- Acceptance of God and His Word
- Commitment to the Church
- Positive Family and Interpersonal Relationships
- Responsible Citizenship
- Healthy, Balanced Living
- Intellectual Development
- Communication Skills
- Life Skills
- Aesthetic Appreciation
- Career and Service

CORE VALUES

In keeping with our school mission of educating the Head, the Hand, and Heart, Escondido Adventist Academy students and graduates will REACH upward in the development of Head, outward in the development of Hand, and inward in the development of the Heart. REACH stands for:

Responsible Citizens
Effective Communicators
Able Learners
Caring Christians
Healthy Individuals

MESSAGE TO PARENTS

The successful operation of the school is a responsibility shared by the School Board, Administration, Faculty, Parents, and Students. The Faculty and School Board invite parents to become acquainted with the lifestyle commitment and encourage them to apply these Christian ideals. It is imperative that all parents and guardians read EAA's entire *Student & Parent Handbook* and agree to uphold and promote the principles stated therein.

By registering at EAA, the students and their parents or guardians agree to abide by the judgment of the School Board, Administration, and Faculty as it applies to standards of behavior, dress, and discipline. Enrollment implies an obligation to meet on time the financial responsibilities that accrue out of tuition, fees, and other applicable charges approved by the School Board.

LIFESTYLE COMMITMENT

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

Definitions –

Honor ~ a keen sense of right and wrong; adherence to action or principles considered right;

Integrity ~ the quality or state of being of sound moral principles; uprightness, honesty, and sincerity

Moral ~ capable of making the distinction between right and wrong in conduct

Pledge – As a student of EAA, I recognize that every reasonable effort will be made to stimulate and inspire me to develop my unique potential. I pledge to support the school's effort to provide a positive, safe, and orderly environment first by promising to become familiar with and follow the policies outlined in the *Handbook*. 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.
- Endeavors to influence and assist fellow students in supporting these ideals.

ADMISSION REQUIREMENTS

Escondido Adventist Academy is operated primarily for the education and training of the youth of the Seventh-day Adventist Church. However, the school will consider an application from any person who is in harmony with the philosophy and goals of Adventist Christian education and who will sincerely endeavor to live according to its principles. We desire that all students at EAA become aware of Jesus Christ as the focal point of campus life and choose to make Him their Lord, Savior, and Friend.

Non-Discrimination Statement – Escondido Adventist Academy admits students of any race, color, or national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and local programs, and other school-administered programs.

Special Education – Escondido Adventist Academy is not staffed to provide Special Education for students with emotional, developmental, or learning disabilities that cannot be handled in a regular classroom setting. Final authority as to who is accepted to EAA and under what terms rests with school Administration.

Application Procedure – Visit our website at www.easchool.org

- Click the admissions tab
- Click the red Online Application link
- Follow the detailed instructions on page

Physical Exams – Physical examinations are required of all students upon entering EAA school for the first time (either Kindergarten or 1st Grade), at 7th Grade, and 10th Grade.

Grade Placement – EAA reserves the right to administer grade placement tests to any new student. The final decision as to grade placement is left to the school's Academic Standards Committee.

Immunizations – Before entering school, each student must present to the school registrar documentation of meeting all State of California Immunizations Requirements. These include:

- Polio
- Diphtheria, Tetanus, and Pertussis (DTP)
- Hepatitis B (3 shot series)
- Mumps, Measles, and Rubella (MMR)
- Varicella (or disease history)
- Tdap (7th Grade)

California allows medical exemptions only. Documentation from a licensed physician (M.D.) is required for a medical exemption to be accepted.

Financial Clearance – Before final registration clearance is given, it must be verified that there is no outstanding balance on any previous school account. For specific information regarding tuition, fees, and financial policies see the *Financial Brochure* or visit our website at www.easchool.org.

Registration Procedure – Registration is done online.

Acceleration – Escondido Adventist Academy firmly discourages accelerating a student ahead of his age grouping. If a parent is considering this, contact must be made with the principal no later than October 1st of the year prior to acceleration. Specific regulations for high school acceleration are found in the High School Academic Policies section of this *Handbook*.

CODE OF CONDUCT

Students are expected to conduct themselves on and off campus in a manner consistent with Christian living. Courtesy, integrity, and dignity are desirable qualities to be found in Christian youth. Students involved in the following practices may jeopardize their privilege of attending EAA.

1. Undermining the philosophy and objectives of the school.
2. Leaving the campus or any school-sponsored activity without proper permission.
3. Defiance, willful disrespect, or insubordination of any school or classroom policy or to any faculty member or adult during any school activity or event.
4. Wearing, displaying, or having in one's possession anything which indicates gang affiliation.
5. Using profane or indecent language, improper conduct involving persons of the same or opposite gender, practicing lewd conduct or suggestive activity, possessing or displaying obscene literature, pictures, or articles.
6. Possessing or using weapons of any size, firearms, matches, lighters, or explosives of any type, or any instrument used as a weapon to threaten or injure others while on campus.
7. Vandalism and/or careless use of school property or that of another student.
8. Tampering with school fire equipment or fire alarm equipment, along with unauthorized use of keys and facilities.
9. Gambling and/or betting.
10. Possessing, using or furnishing to others, any form of tobacco, alcoholic beverage or other intoxicants, illicit drugs or drug paraphernalia.
11. Dishonesty and/or deception in any form, including theft, cheating on examinations, class work, or any phase of school business.
12. Conspiracy to, or participation in hazing, initiations, committing any act that injures, degrades, or disgraces a fellow student or faculty member.

SEX DISCRIMINATION POLICY

Escondido Adventist Academy (EAA) is committed to providing a safe and supportive environment that is free from unlawful discrimination on the basis of sex in all of its employment and student 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 EAA's teachings and guiding beliefs, and will not be tolerated. In keeping with this commitment, EAA maintains a strict policy prohibiting unlawful discrimination or harassment. Also prohibited is retaliation of any kind against individuals who report alleged incidents of discrimination or sexual misconduct, or who assist in an EAA investigation of such allegations.

Definitions:

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 term or condition of an individual's employment, education, or participation in EAA's programs or activities;
2. Submission to or rejection of such conduct by an individual is used as a basis for decisions pertaining to an individual's employment, education, or participation in EAA's programs or activities;
3. Such speech or conduct is directed against another and is abusive or humiliating and persists after the objections of the person targeted by the speech or conduct; or
4. Such conduct would be regarded by a reasonable person as creating an intimidating, hostile or offensive environment that substantially interferes with an individual's work, education, or participation in EAA's programs or activities.

Examples of Sexual Harassment

Sexual harassment may include incidents between any member of the EAA community, including faculty, staff, students, and nonstudents or nonemployee participants in EAA programs—such as vendors, contractors, visitors, and parents.

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

1. Physical assault.
2. Inappropriate or unwanted touching.
3. Direct or implied threats that submission to sexual advances will be a condition of educational evaluation, opportunity, or advancement.
4. Direct or subtle propositions of a sexual nature.
5. Dating, requesting dates, or entering into a romantic relationship between a student and an employee or faculty.
6. A pattern of conduct that would cause discomfort and/or humiliate another individual, including, but not limited to:
 - a. Unnecessary touching;
 - b. Remarks of a sexual nature about a person's clothing or body;
 - c. Remarks about sexual activity or speculations about previous sexual experiences;
 - d. Visual conduct—including leering, sexual gestures, or the display of sexually suggestive objects, pictures, language, cartoons, or jokes.
7. 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.

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.

Consent. “Consent” is defined as agreement, approval, or permission as to some act or purpose 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 that meets this standard, or being asleep or unconscious.

Retaliation. Retaliation occurs when intimidation, threats, 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. This includes formal or informal reports of a violation and reports regarding a violation of an individual’s rights or the rights of others.

Dissemination of Policy. This policy shall be disseminated to the EAA community through publications, websites, student orientations, and other appropriate channels of communication. It is the responsibility of the administration and faculty to ensure that the policy is disseminated and implemented. EAA administration provides oversight and leadership for activities involving compliance, coordination, and complaint resolution. EAA Administration can be reached as follows:

Main phone #760-746-1800
Principal’s cell #760-716-1800
Vice Principal’s #760-815-1800
Business Manager’s #760-846-1800
principal@eaaschool.org

Members of the EAA community should contact the Principal in order to:

1. Seek information or training about students’ rights and courses of action available to resolve reports or complaints that involve potential sex discrimination, including sexual misconduct;
2. File a complaint or make a report of sex discrimination, including sexual misconduct;
3. Notify EAA of an incident or policy or procedure that may raise potential sex discrimination, including sexual misconduct;
4. Get information about available resources (including confidential resources) and support services relating to sex discrimination, including sexual misconduct; and
5. Ask questions about the EAA’s policies and procedures related to sex discrimination, including sexual misconduct.

Procedures for Reporting and Responding to Complaints of Sex Discrimination and/or Sexual Misconduct

EAA encourages those who believe they have experienced any form of sex 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 individuals who report discrimination and to ensure an equitable process for individuals accused of discriminatory conduct. These procedures reflect EAA's efforts to conduct timely, thorough, and equitable investigations.

Prior to filing a written complaint, a student, employee, or third party may choose to meet with the administration or may choose to bring the matter to the attention of a faculty member, administrator, staff member, or any other responsible employee in a position of direct authority to resolve the issue. These responsible employees have a duty to take appropriate disciplinary action if they find that EAA 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 principal. Written complaints should be filed as soon as possible from the date the incident occurred.
2. Written complaints can also be submitted to any administrator, or any other individual in a position of direct authority to address the allegations.
3. To the extent possible, but not limited to, the complainant should provide the following information in the written complaint:
 - a. Name, address, telephone or other contact information;
 - b. EAA affiliation (e.g., student, employee, faculty, third party);
 - c. Date of alleged violation;
 - d. Location of alleged violation;
 - e. Person(s), name and title, whom complainant believes to have harassed or engaged in sexual misconduct against the complainant;
 - f. Description of complaint;
 - g. Other relevant information—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

EAA shall conduct a prompt, thorough, and impartial inquiry into any reports of sexual harassment and/or physical sexual misconduct. EAA 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.

An investigation should generally be completed within 60 days from the date a complaint is reported. EAA will attempt to obtain consent from the individual filing the complaint before beginning an investigation; however, there may be instances when EAA 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. Within thirty days of its completion of the investigation, the parties will receive concurrent notice of the outcome of the investigation, as appropriate.

Alternatives to Reporting

EAA encourages victims of sexual violence to talk to somebody about what happened, so victims can get the support they need, and so that EAA can respond appropriately. Different employees on campus have different abilities to maintain a victim's confidentiality. School employees may be required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) based on the allegations. A report to these employees (called "responsible employees") constitutes a report to EAA and generally obligates EAA to investigate the incident and take appropriate steps to address the situation.

Confidentiality

EAA shall protect the privacy of individuals involved in a report of sexual misconduct to the extent required by law and EAA 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 member of the school community—faculty, staff, administrators, or students—who is found to have engaged in sex discrimination, including sexual misconduct, is subject to disciplinary action up to and including dismissal or expulsion. Any administrator, supervisor, or designated employee responsible for reporting or responding to incidents of sexual misconduct who knew about such conduct and took no action to stop it or failed to report it shall also be subject to appropriate disciplinary action.

MIDDLE & HIGH SCHOOL CITIZENSHIP POLICY

It is Escondido Adventist Academy's goal to help students mature into considerate, honest, responsible young adults. Any time before, during, or after school hours, and at any school-sponsored activity, on or off campus, students of EAA are expected to display the highest standard of conduct.

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

In an effort to provide clear rules and guidelines, maintain parental involvement, and administer consistent and timely discipline, EAA has established this *Uniform Code of Discipline* in response to the *Code of Conduct* stated in *the Student Handbook*. The code reads:

- Uniform code violation – 2 demerit
- Electronic device violation = 2 demerits
- Talking back to a teacher or refusing a reasonable direct request = 4 demerits
- Willful disobedience of the code = 4 demerits
- Use of profanity or vulgarity = 4 demerits
- Verbal disrespect or ill-treatment of a teacher or another student = 4 demerits
- Truancy or “ditching” a class (or portion thereof) = 4 demerits
- Cheating or plagiarism = 4 demerits and receive an F on the test or paper (second occurrence in the same class = 12 demerits and expulsion from the class)
- Public display of affection = 4-12 demerits (which may be subject to the school Discipline Committee).
- Destruction of property / vandalism = 8 demerits and pay for property damage
- Fighting (play fighting included) = 4-12 demerits
- Threatening, bullying, or harassing a student or teacher = 12 demerits
- Leaving campus without permission = 12 demerits
- Bullying, threatening or harassing of any kind towards another student or teacher has a zero tolerance (subject to Discipline Committee 4-12 demerits)
- Question of substance use or abuse = drug testing at student expense
- Use of alcohol, tobacco, or drugs of any kind on campus or at a school event = 1 week suspension and entry into an intervention program (in-house suspension possible option depending on circumstances)
- Use of alcohol, tobacco or drugs of any kind on a school field trip = 2 week in-house suspension, entry into an intervention program, early trip home (cost borne by student)
- Suspicion of violence, weapons, or threats = immediate suspension, length or suspension or expulsion to be determined by the Discipline Review Committee.

Special Notes:

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

Middle School Citizenship Grading Policy – A citizenship grade will be recorded each quarter based on the following scale:

A = 0 – 2 demerits	D = 12 – 15 demerits
B = 3 – 4 demerits	F = 16+ demerits
C = 5 – 11 demerits	

Middle School Eligibility – To be eligible for quarterly field trips and events (not including Outdoor School or the Washington, DC Tour), Middle School students must meet the following criteria for the quarter:

Citizenship = B- or above
Grades = C- or above
Attendance = Less than 9 tardies/quarter and 7 absences/quarter

High School Citizenship Grading Policy – A citizenship grade will be recorded each quarter based on the following scale:

A = 0 demerits	D = 9 – 12 demerits
B = 1 – 3 demerits	F = 13+ demerits
C = 4 – 8 demerits	

High School Detention Plan –

- 4 demerits = one hour detention (includes a \$10 fee)
- 8 demerits = two one-hour detention (includes a \$20 fee)
- 12 demerits = one day suspension

Failure to meet a detention appointment will result in a two hour detention. The second offence will result in an in-school suspension. A student may not attend class if he has skipped his detention appointment.

Public Display of Affection (PDA) – The public display of affection is not conducive to a learning environment and will result in disciplinary action. Students are expected to maintain high Christian standards in their friendships.

Discipline – When needed, discipline will be designed not merely as punishment, but to help the student progress toward a more meaningful acceptance of Christian guidelines for behavior and conduct. Discipline can include, but is not limited to, loss of school trips, tours, varsity games, leadership offices, and other extra-curricular activities. A student who accumulates excessive citizenship demerits in any quarter may be asked to withdraw.

SCHOOL WIDE UNIFORM STANDARDS

Appropriate dress for all students will reflect modesty and Christian values. Escondido Adventist Academy abides by a uniform dress code. Students are expected to adhere to the dress code while on campus during school hours (this does not include after-school athletic activities open to the community). Students who choose to violate the dress code will be subject to demerits. The Administration reserves the right to make interpretations and changes to the school dress code as needed. Lands' End is the official uniform provider for Escondido Adventist Academy. Please refer to the uniform guidelines on our website (www.caaschool.org), parent tab, "School Uniforms".

General Dress Guidelines

- All clothing must be in good repair. Frayed, torn, ripped, or otherwise defaced uniform clothing is not acceptable. All uniforms must be of appropriate size and must be worn as intended by uniform provider.
- All clothing must be official Escondido Adventist Academy clothing, engraved with the official EAA logo. All light jackets must be purchased from the official EAA school uniform provider.
- Shoes or close-toed sandals must be worn at all times and must be appropriate and safe for the situation. Flip-flops or anything similar, are not allowed as part of the dress code.
- Head cover of any kind is not acceptable school attire for either gender during school hours, unless warranted for medical reasons and requested in writing by a physician.
- Hair styles and color should be natural and appropriate for a school environment. It should not call undue attention on the student in question.
- No visible jewelry is permitted on students attending Escondido Adventist Academy while on campus, during school hours, or on any official school-sponsored presentation or activity. Students who make physical alterations involving tattoos or jewelry during the school term will be sent home.
- Pants must be worn at waist level. Sagging trousers are not permitted. Students who come to school with uniform clothes which are too short (skirts) or too large (trousers), or in violation of any dress code policy will be held in the office until the uniform deficiency is resolved.
- Clothing accessories must be simple, basic, and blend with the uniform. Accessories should not contain studs, spikes, or any outlandish color or design.

Consequences

Dress code violations will be dealt with under the regular discipline policy. Repeat breaches in dress code policy may result in the school honoring a student's desire to withdraw from Escondido Adventist Academy.

Students are expected to adhere to the school dress code while on campus during regular school hours. However, even after school hours, the policy of "Appropriate dress for all students will reflect modesty and Christian values" will be the expectation.

UNIFORMS FOR GRADES 9-12

Boys:

- Polo shirt in red, gray, black (Lands' End only)
- White oxford shirt (Lands' End only)
- Pants / shorts in khaki, blue, black (Lands' End only)
- Sweaters, sweatshirt black (Lands' End only)
- Blazer in black (Lands' End only)

Girls:

- Polo shirts in red, gray, black (Lands' End only)
- Pants / shorts in khaki, blue, black (Lands' End only)
- Skirts in khaki, blue or plaid (Lands' End only)
- Sweaters, sweatshirts black (Lands' End only)
- Blazer in black (Lands' End only)

UNIFORMS FOR GRADES 6-8

Boys:

- Polo shirt in red, gray, (Lands' End only)
- White oxford shirt (Lands' End only)
- Pants / shorts khaki, blue (Lands' End only)
- Sweaters (red), sweatshirts blue (Lands' End only)

Girls:

- Polo shirts in red, gray, (Lands' End only)
- White oxford shirt (Lands' End only)
- Pants / shorts khaki, blue (Lands' End only)
- Skirts khaki, blue and plaid (Lands' End only)

UNIFORMS FOR GRADES TK-5

Boys:

- Polo shirts in red, gray (Lands' End only)
- Pants / shorts khaki, (Lands' End only)
- Sweaters (red), sweatshirts blue (Lands' End only)

Girls:

- Polo shirts in red, gray (Lands' End only)
- Pants / shorts khaki (Lands' End only)
- Skirts khaki, blue, (Lands' End only)
- Sweaters (red), sweatshirts blue (Lands' End only)

For additional detailed options with Escondido Adventist Academy's uniform please refer to our website or [Lands' End](#) using our school code – 900185547

For off campus school functions or school functions that happen to occur after school hours Escondido Adventist Academy has a modest dress code with the following parameters while allowing for a great deal of personal expression in dress. These guidelines are chosen according to changing styles, while being appropriate for the daily activities. All students are expected to dress appropriately, healthfully, and modestly. Objectionable fads and other extremes must be avoided. *The school reserves the right to review and change these guidelines as needed.*

All Students –

- Dirty, ragged, torn, or stained clothing is not to be worn.
- For safety and health reasons, shoes appropriate to the activity must be worn at all times. Specialized footwear may be required in some classes for some events. Beachwear flip-flops are not permitted. In addition, shoes that are detrimental to the school property are not permitted.
- Jewelry such as beads, chains, bracelets, rings, earrings, etc. is not to be worn at school or school functions and events.
- Clothing with questionable ads, messages, artwork, or slogans is not to be worn. Pants must fit at the waist and not drag on the ground. The “baggy” look is not appropriate for school wear.
- Any gang related clothing or paraphernalia is not allowed.
- Hair must be well-groomed, neat, clean at all times, and students must avoid extremes in styles and colors.

Boys:

- Tank tops and undershirts are not appropriate classroom attire.
- Waistbands of boxers or undergarments are not to be seen. Pants must fit at the waist.
- Shirts with sleeves must be worn at all times.

Girls:

- Modest dress does not include low necklines, front or back, bare midriffs, sheer materials, or extremely tight-fitting clothes.
- Cosmetics that attract attention or give an artificial look are not to be used.
- Only modest one-piece swimsuits may be worn at school events. Two-piece swimsuits are not allowed on any school-sponsored trip or activity.
- For Ladies in Grades 6-12 – Shorts must have at least a 5” in-seam; skirts must have at least an 18” out-seam; dresses must measure at least 18” from the waist; shoulders must be covered with at least a 2” width of material.

ATTENDANCE

Regular attendance and punctuality to all classes is a critical factor in achieving educational success at Escondido Adventist Academy. Our society is highly time-dependent and students must be trained to function in it. Students who are absent from classes miss a variety of significant learning experiences and may suffer a proportionate decline in academic achievement. Therefore, EAA has instituted the following attendance policy:

A.M. Phone Calls – In order to ensure that the school is aware of the whereabouts of students’, parents must call the school by 9:00 a.m. everyday their child is absent. Parents will be called if the school does not know the reason for the absence.

Coursework – Each teacher has a policy and procedure for handling missed course work. Please refer to the class syllabi or ask the teacher(s) for clarification.

Tardies – Students who are tardy after 8:30 a.m. must go through the office to enter campus and get a pass.

High School Attendance Grading Policy – The attendance grade will be figured each quarter based on the standard attendance scale adopted by EAA.

Scale:

100-94	A	87-83	B	77-73	C	67-63	D
93-90	A-	82-80	B-	72-70	C-	62-60	D-
89-88	B+	79-78	C+	69-68	D+	59 & below	F

High School – There is a direct correlation between regular class attendance and academic success. Students who are not responsible to attend class regularly may be asked to withdraw from or repeat a course. Administration reserves the right to withhold credit if 15% of regular classes is not met. If a student’s credit is withheld, a W will be entered on the student’s transcript. Further information regarding the calculation of attendance grades can be obtained from the registrar.

Truancy – Truancy is absence from part or all of a class without the consent of parents or school personnel. Truancy includes, but is not limited to, skipping class; leaving campus without permission;

loitering anywhere on campus including the halls, locker area, and parking lot; or leaving class without permission of the teacher. Truancy is a Code of Conduct violation and will result in immediate discipline.

Extracurricular Activities – Students who for any reason are absent more than three periods in a single day are not eligible to participate in that day’s extracurricular activities. Extracurricular events include music programs, athletic events/practices, school trips, banquets, etc.

GENERAL SCHOOL INFORMATION & POLICIES

School Hours –

TK-K Half-day hours are 8:15 AM – 11:15 AM / 1:00 PM Friday

TK – 2nd Grade hours are 8:15 AM – 3:00 PM / 1:00 PM Friday

3rd – 5th Grade hours are 8:15 AM – 3:15 PM / 1:00 PM Friday

6th – 8th grade hours are 8:15 AM – 3:30 PM / 1:00 PM Friday

9th – 12th grade hours are 8:15 AM – 3:50 PM / 1:00 PM Friday

Secured Campus – Escondido Adventist Academy operates a secured campus. Students are not permitted to leave the school grounds once they arrive without having made proper approvals from a parent and the school designee to leave. No student should leave or be taken off campus without notifying the teachers (K-8) and/or office (K-12). If someone other than the parent is taking the student, the office must have permission in writing.

Visitors – Students must obtain permission from their teacher and administration *in advance* before bringing visitors to school. Visitors must sign in at the office upon arrival on campus. Parents are welcome to visit classes in session when appointments are made with the teacher. However, as a courtesy to both the teacher and the students, no parent should interrupt a class to converse with the teacher or student.

Volunteers – Volunteers are a much appreciated, essential part of our school. EAA is committed at all times to providing a safe environment for our students. As part of this safe environment, we require all volunteers to sign a Volunteer Commitment. While volunteering, our volunteers will be expected to conduct themselves in accordance with Biblical principles. The following approvals are required for volunteers:

- ***Field Trip Volunteers*** who accompany students off campus must have a background check. If transporting students, they must also have a DMV record check.
- ***Extended Volunteers*** have frequent or prolonged contact with students on a regular (daily or weekly) basis or on overnight trips. These individuals must have a background check and a certificate showing that within the last four years the person has been examined and been found free of communicable tuberculosis.

Forms for these are available to you through the school office.

Parking – Parents and visitors should respect the reserved areas and only use the unmarked parking spaces. Reserved areas include: blue wheel-chair accessible spaces, assigned/labeled spots, and red fire-lane curbs.

After School Pick-up – All students and parents must observe safety rules in the parking lot. All drivers, students and parents alike, must also observe traffic lanes, drive slowly, and carefully watch for children.

School Transportation – Drivers of school or private vehicles used to transport student for school-sponsored activities are to follow the safety rules as outlined by the teacher and administration. As required by California State Law, any parent who transports students (other than their own) must supply to the school: (1) proof of insurance, (2) make, model, year, and license number of the vehicle, and (3) copy of valid Driver’s License. The insurance carrier of individuals driving their own vehicles during school-sponsored events is primary.

Accident Insurance – Student accident insurance is provided for all students enrolled. Injuries sustained in accidents en route to or from school, on the school premises, on field trips, or on other school-sponsored activities are covered. The insurance carrier for the family is primary. School insurance will cover those costs that were not covered by the primary carrier. Reports of accidents should be made promptly to the office. Delay in filing a claim will result in the claim being denied.

Student Vehicles – Student vehicles are permitted provided the student has a valid driver’s license, proof of insurance, registers the car with the office, and observes safe driving habits. Students who are permitted to have cars on campus must not leave campus during the school day or carry student passengers without specific prior authorization. In addition, students are not permitted to use their vehicles for visiting, listening to music, eating, etc. Students will lose campus parking privileges for unsafe driving, disrespect of the parking lot rules or supervisors, unsafe driving, or driving in unauthorized areas.

Lost Articles – The school is not responsible for personal items (clothing, purses, etc.) left in the school building or on the campus grounds, including lockers and parking lot. Misplaced articles may be found in the “Lost & Found” bins on campus. There may be a charge to retrieve textbooks or backpacks that are left on campus in non-designated areas.

Cell Phones – Cell phones must not be used during **class time unless directed by the teacher**. Students who abuse the privilege may have their cell phone confiscated.

Electronic Equipment – During **school hours**, electronic equipment is to be used *only* in ways conducive to learning. Recreational use is permitted on school-sponsored events at the discretion of the sponsor(s).

Gum & Food on Campus – Chewing gum is not allowed on campus. Food is not allowed in the hallways, and only acceptable in classroom for specific purposes and under supervision of a teacher.

Restricted Items – Skateboards, scooters, and bicycles are not to be used on campus unless under specific supervision. Students must obtain permission from the teacher or principal before bringing to school or trips such things as pets, toys, tools, special projects, etc.

AT NO TIME will a student be permitted to bring to school baseballs, sling-shots, knives, fire crackers, firearms, toy guns, squirt guns, paint-ball guns, matches, lighters, weapons, or other items of this nature. Any of the items above will be confiscated and may not be returned. In addition, the administration or teachers have the right to declare other items as contraband if deemed hazardous.

SERVICES & ORGANIZATIONS

Religious Services – In keeping with the school’s philosophy and mission, students will attend all required school-sponsored religious activities, including chapels and special religious activities.

Field Trips – Enriched instructional opportunities are provided through well-planned field trips. Adequate supervision is supplied and care is taken to ensure the safe conduct of each child on such trips. Parents sign permission for school field trips on the *Consent and Release Form* at registration. Therefore, no special permission request forms are needed for the parents’ approval of these activities. However, parents will be notified when such activities take place. Special events may require additional permission slips from parents or guardians.

Before & After School Supervision – In an effort to provide a structured environment for students once classes are dismissed, EAA provides limited after school supervision for students needing to remain on campus.

- ★ TK (Transitional Kindergarten) ~ 8th Grade students will be supervised in the HomeStretch room or playground areas until 6 PM Monday – Thursday and 4 PM on Fridays. Monthly and hourly rates for this service are stated in the financial brochure.
- ★ High School (9th – 12th Grade) students are to remain on the 2nd floor until leaving campus. A designated teacher-supervisor will patrol the area until 5 PM Monday-Thursday and 3 PM on Friday. *It is expected that **all parents make arrangements for their student(s) to be picked-up on time** so they are never left to loiter on campus without supervision.* Several classrooms are open for peer-tutoring, teacher instruction/support, and quiet studying. Again, all high school students are to remain on the 2nd floor. The exception to this is athletes who are participating in a scheduled practice or any high schooler attending a varsity/JV game. After 5:00 PM (3 PM on Friday) all high school students will be asked to report to HomeStretch and stay in a designated area until their ride arrives. **If a school staff member stays after school hours (6 PM on Monday-Thursday or 4 PM on Friday), games or trips (30 minutes after event) to supervise students, the family(ies) will be charged a flat \$50 fee.**

Cafeteria & School Lunches – The school provides a balanced and varied lunch program for those who desire this service. Lunches and all other food items are to be eaten only in designated and supervised areas. Students are expected to clean up after themselves and leave the lunch area neat and clean. See the *Financial Brochure* for specific charges and log-on to Renweb.com to view the monthly menu.

Home & School Association – The Home and School Association is the school’s parent organization which works to help foster a better understanding of the mission of Escondido Adventist Academy. Every family is encouraged to be an active member. Coordinating with administration, the Home and School hosts a variety of events, such as jog-a-thons, fundraisers, auctions, teacher luncheons, and more to further the goals of the school. The Home and School Association works in a variety of ways to foster communication and cooperation among the parents, faculty, staff, administration and constituent churches.

Alumni Association—The Alumni Association’s purpose is to foster an ongoing relationship between graduates, former students, and present and former members of the Faculty of Escondido Adventist Academy. The Alumni Association sponsors Homecoming Weekend each year.

School Board – The School Board is the entity that has been given the responsibility for the operation of the school. Representatives are chosen from each of the SDA churches in the school’s constituency. In addition, the school administration, a Southeastern California Conference representative, a pastor of each constituent church, the Home & School representative chosen from the elected board representatives, and an alumni representative serve on the School Board.

The Board has authority only when meeting in official session. The Board acts as a group and no individual member or committee can act in place of the Board except by Board action. The Board has several committees that function on a regular basis. Both the Finance and Personnel Committees submit regular reports and recommend items to the Board for action.

School Board meetings, are open to anyone who wishes to attend except during Executive Session. If a person wishes to speak to the Board, or has an item for consideration on its agenda, he must make a request of the School Board Chairperson or the Principal for this privilege at least one week before the scheduled meeting.

Disaster Preparedness – Escondido Adventist Academy has well-planned procedures for emergency lockdown, fire and earthquake evacuation. Emergency equipment including food, water, and first-aid supplies are stored on campus.

FACILITIES

School Property – Students are expected to respect school property, including the buildings, grounds, and parking lot. It is assumed that the property of school staff and students will be given the same respect. Students causing damage to school, staff, or student property, either purposely or accidentally will be expected to make appropriate restitution.

Personal Property – The school assumes no responsibility for personal property left by anyone on the school grounds or in school buildings before, during, or after school hours.

Locks and Lockers – As a convenience, all students will be assigned lockers for books and personal belongings. The school requires students in grades 5-12 to keep their lockers locked and to keep their combinations confidential. The school cannot assume responsibility for student property, including items kept in lockers. Personal locks are not allowed and will be cut off, as the school reserves the right to inspect lockers at any time.

Off-Limits Areas – There are areas on campus that are off-limits to students. Students are to be in common areas or supervised by a teacher at all times. Students may not be in a classroom without supervision except by specific permission from the teacher.

Library – The library is a place for quiet study and research. The materials in the library are for the use of the students in preparation of their lessons and for recreational reading. Students will be fined for overdue books. A minimum fine of \$10 may be charged for anything taken from the library without proper arrangements. Library rules and regulations will be furnished by the librarian.

Computer Use – Students may have access to a computer and the Internet. Since the network is provided for students to conduct research, access is given to students who agree to act in a considerate and responsible manner. Computer and network storage areas will be treated like school lockers; and the school reserves the right to review files. Before using the school's computers, all students and their parent(s) must sign a *Consent to Acceptable Computer Use* form.

HEALTH

Medication at School – Whenever possible, medications should be scheduled to be given at home. When necessary, designated school employees may administer medications with strict adherence to the following:

- Medication must be brought to school by parent or guardian
- Medication must be in original container with correct pharmacy labels and student's name
- Documentation for the administration of medication by school personnel must be signed by both the physician and parent. It must include: name of medication, dosage – amount and time to be given, route of administration, any possible side effects, condition for which prescribed and doctor's phone number (form available in school office)

Authorized students may need to carry emergency medications (asthma inhalers, insulin, severe allergic reaction kits or anticonvulsants). Documentation for students who are required to carry and self-administer medication must include the signed consent of physician, parent and student, Without the signed consent form (available in school office), no medication either prescribed or over-the-counter may be carried or self-administered by any student.

Communicable Disease – A student infected with any contagious or infectious disease may not remain in school and may not be permitted to return until school authorities are satisfied that the disease is no longer contagious or infectious.

SCHOOL WIDE ACADEMIC POLICIES

Credits and Courses of Study – The curriculum of Escondido Adventist Academy conforms to the requirements of the Pacific Union Conference Office of Education. Because EAA is accredited by the Adventist Accrediting Association and the Western Association of Schools and Colleges, grades and credits earned at EAA are accepted in all Adventist and public schools.

Notification of Grades – The registrar posts grade reports for grades 3-12 on Renweb at the beginning of each week. Parents of students in Kindergarten through 2nd grade are mailed report cards.

Parent / Teacher Conferences – Parent / Teacher Conferences are formally held twice during the school year, after the first and third quarters. Grade reports and results of tests are given at these conferences. Iowa Assessment (IA) test results can only be obtained through a conference with the teacher. Parents and students are encouraged to attend and counsel together with the teacher(s). Parents and teachers may also arrange for appointments to talk over concerns or questions at any time during the school year.

Accelerated Study – Mature or exceptional students may, under certain conditions, complete the requirements for graduation in less than four years with the approval of the Academic Standards Committee. (See the *PUC Education Code* for specific details.)

- The student must have a cumulative GPA of 3.5 or higher, and maintain that GPA following approval of acceleration.
- The student must have a composite score at the 90th percentile on the Pacific Union Conference-adopted standardized achievement tests.
- The student must meet all graduation requirements.
- The student must maintain a “B” in attendance.
- The student's parent must submit the request to the principal no later than the end of the first semester of the sophomore year.
- The request and projected courses must have the approval of the Academic Standards Committee.

Incompletes – A student may receive an incomplete (“I”) in a subject only in rare circumstances where the student was prevented from turning in sufficient work to merit a grade. Quarter and semester

incompletes must be removed before the end of the next nine-week period or a shorter time specified by the teacher. Any incomplete not made up within the time limit automatically becomes an “F.” Students that have an uncompleted class at the time of graduation may not be allowed to participate in the graduation ceremonies and will not receive their diploma until the coursework is complete.

Standardized Testing – A regular program of standardized testing is administered in the Fall of each year for all students in grades 3-12. The Iowa Assessment (IA) for Grades 3-12 is free to all students and is used for evaluating both the students’ needs and the school’s academic program.

Student Study Team – Students scoring at or below the 20th percentile rank on their composite score on achievement testing will be considered candidates for further study by the EAA Student Study Team. The student’s teacher and/or sponsor will initiate the process in order for the Student Study Team to recommend further action. This may include additional testing by a qualified school psychologist provided by the Southeastern California Conference Education Department. Teachers and parents may also request the Student Study Team to study a particular student at any time.

If testing indicates that a student has special needs, the following may be the result:

1. Parents will be informed as to the ability of the school to meet the needs of the child and an *Individualized Educational Program (IEP)* may be developed.
2. If the school cannot meet the special educational needs of the child and the parent still wishes for the child to be enrolled at EAA, the parents will be required to sign a waiver releasing the school from responsibility. An IEP will be developed with the teacher(s) of the student.
3. If the parent chooses for a child with special needs to remain at EAA until graduation, a *Certificate of Attendance* will be given rather than the standard high school diploma.

HIGH SCHOOL ACADEMIC POLICIES

Class Schedule / Course Load – EAA is a college preparatory institution. All students are on a College-Prep or Honors Diploma track unless a Student Study Team has determined that the basic requirements for graduation are more appropriate for the student. Every student is required to maintain a full course schedule with no more than 240 minutes of study hall in a week unless approved by administration. Schedules are created in consultation with the registrar and administration. Students and parents are required to sign a “Course of Study Agreement” and participate in a yearly audit meeting.

Schedule Changes – All program changes must be made by the end of the third week of each semester, after which time a WP (withdraw passing) or WF (withdraw failing) may be entered on the student’s permanent transcript of grades. In order to add or drop classes, students must have the approval of the course instructor, their parents, and the Registrar. In addition, changes may need approval of the Academic Standards Committee.

Approval of Outside Credit and Correspondence – Students must petition the school’s Academic Standards Committee before enrolling in an off-campus course, private lessons, correspondence work, or summer work, for which they wish to receive credit. (Students taking correspondence work must have it completed by May 1 of the academic year.)

Notification of Grades – Grades are posted to Renweb.com on a weekly basis. For high school students, the semester grades are the permanent grades recorded on the student’s official transcript.

College Entrance Exams – Sophomore and Juniors are encouraged to take the PSAT test. Juniors are encouraged to take the ACT and SAT. It is recommended that Seniors participate in the optional college entrance exams, ACT and SAT, which are administered both on campus and at local schools.

Class Standings – Every high school student will be classified in one of the four classes:

- Freshmen (9th) = First year academy student
- Sophomore (10th) = Academy student who has completed 60 semester units
- Junior (11th) = Academy students who has completed 120 semester units
- Senior (12th) = Academy student who has completed a minimum of 180 semester units in the designated areas. A Senior must give evidence of eligibility for graduation at the end of the school year and be taking a minimum of solids each semester as determined and specified in the academy schedule and by the Academic Standards Committee.

Service Learning Policy – EAA encourages faculty and students to be active in community service. For “just as the Son of Man did not come to be served, but to serve” (Matthew 20:28) we must also “serve wholeheartedly, as if [we] were serving the Lord [and] not men” (Ephesians 6:7). The *Pacific Union Education Code*, which states the official regulations and policies for all Seventh-day Adventist secondary schools in the Pacific Union Conference, requires 25 hours of community service for **every** year in attendance. In the spirit of the Pacific Union’s service learning requirement, EAA developed this policy to provide opportunities that give students space to serve God and to encourage students to serve in their local and global communities.

The Service Learning Policy requires:

- Twenty-five (25) hours of local/global community service are required for every year in attendance at a Pacific Union Adventist high school (or Junior Academy 9th & 10th grade year). The 25 hours/year are a graduation requirement and will be recorded on the student’s official transcript.
- A student may submit more than the 25 hours required each year. However, the hours do NOT rollover to the next year.
- Service learning hours may be completed in the summers following the 8th – 11th grade year.
- Service learning hours may NOT be for the benefit of an immediate family member.
- Students must complete 25 service hours each year to be considered a class member. Class membership includes privileges of leadership offices, varsity, ASB events, etc.
- Service learning hours must be documented on the appropriate form. Letters and signatures will be accepted as attachments, but the form must also include students’ description and rating.
- Hours must be submitted to the Service Learning Coordinator by the last day of the semester.
- School group activity sponsors may submit a roster of participants on a service project. However, it is the students’ responsibility to verify that the hours appear on record.
- The Service Learning Coordinator, in cooperation with other community/ global service leaders, will produce a semester report of each student’s hours and coming opportunities for service.

Eligibility – To be eligible for leadership positions, varsity, and off-campus lunch privileges, students must meet the following criteria when **quarter** grades are submitted:

	Leadership Office	MSV/ Varsity	Jr. / Sr. Lunch
GPA	2.5 no F's or I's	2.0 no F's or I's	3.0 no F's or I's
Citizenship	B	C	A
Attendance	B	C	A
Class Membership <i>(incl. current service hours)</i>	Required	Required	Required

Criteria to receive Academic Awards:

EACH quarter students must earn the following GPA with no D's or F's for eligibility.	
Principal's List	GPA 3.75 – 4.0 +
Honor Roll	GPA 3.30 – 3.74

Extracurricular Activities – Students are subject to faculty review of academic, citizenship, and attendance grades prior to participation in extracurricular activities.

Attendance & Citizenship Contracts – A student who receives a D or below in attendance or citizenship for any academic evaluation may be asked to agree to an *Attendance or Citizenship Contract*. A student may be asked to withdraw from school if his attendance or citizenship grade drops and remains at an F for two consecutive quarters. An appeal may be addressed to the Academic Standards Committee. Parents will be notified when their child's attendance or citizenship status is in jeopardy.

Junior / Senior Lunch Privileges – During lunch time of the 2nd, 3rd and 4th quarters eligible Juniors may leave campus one day a week and Seniors may leave two days during the lunch period. The days are designated by Administration. Lists of eligible students and permission forms will be distributed by the Registrar at the end of each quarter for the next quarter. Signed permission forms and proof of insurance (if the student is driving) must be on file before a student may leave campus.

Performance Group Commitment – Students registering for performance groups (i.e., music and drama, etc.) should make a commitment for the entire school year to the organization and its presentations. Therefore, the designated drop date for these groups is four weeks after the first day of school. The drop date for students who register late in the school year will be determined by the teacher.

Varsity Team – The EAA Athletic Department sponsors boys' and girls' volleyball and basketball, girls' softball, and boys' flag-football. Tryout dates are posted prior to the beginning of each season. Eligibility for the teams is determined by the previous quarter's grades. Teams are selected by the coaches. Team members who make a commitment to the varsity team have the responsibility to attend all scheduled practices, games, and team-related activities. The student also has the responsibility to maintain good academic, attendance, and citizenship grades. Violations of the Code of Conduct may result in immediate removal from the team for the remainder of the season.

Transcripts and Diplomas – Transcripts of credits will be issued upon written request to the Registrar and after financial clearance is given by the Business Office. Two transcripts will be issued without charge. There will be fee for each additional transcript. Diplomas are issued upon financial clearance.

Credit Audit – At the close of the school year, the Registrar will audit all junior and senior students for the following year as to their **class standing**. A letter will be sent to each student/parent outlining the class work necessary for graduation.

Graduation Requirements – A high school diploma or certificate will be granted to a student who:

- Has been in attendance for at least the final semester of the school year prior to graduation.
- Maintains satisfactory conduct and attendance.
- Demonstrates a 10th grade competency in the areas of reading, mathematics, and language as shown on the approved standardized test scores.
- Has completed in a satisfactory manner the required course work as specified by the Academic Standards Committee in harmony with the *SECC Education Code*.

GRADUATION & COLLEGE ADMISSION REQUIREMENTS

Subject Areas	General Diploma	College-Prep Diploma	EAA Honors Diploma [^]	La Sierra Univ.*	Univ. of CA*	CA State Univ.*
English	40 units	40 units	40 units	40 units	40 units	40 units
Math	20 units	30 units	40 units <i>(incl. Pre-calc)</i>	30 units <i>(40 rec.)</i>	30 units <i>(40 rec.)</i>	30 units
Modern Language		20 units	20 units	20 units <i>(30 rec.)</i>	20 units <i>(30 rec.)</i>	20 units
Social Science	30 units	30 units	30-40 units [^]	20 units	20 units	10 units
Science	20 units <i>(10 may be non-lab)</i>	30 units	30-40 units [^]	20 units <i>(30 rec.)</i>	20 units <i>(30 rec.)</i>	20 units
Fine Arts	5 units	20 unit	20 units	1 year	1year	10 units
Practical Arts	10 units	10 unit	10 units			
Physical Education	30 units	30 units	30 units			
Health	5 units	5 units	5 units	5 units		
Religion	40 units	1 quarter for each quarter present	1 quarter for each quarter present			
Computers	10 units	10 units	10 units	10 units		
Electives	sufficient to equal 240 units	sufficient to equal 270 units	sufficient to equal 300 units	10 units to be selected from the above areas	10 units to be selected from the above areas	30 units to be selected from the above areas
Service Learning	25 clock hours for each year	30 clock hours for each year	35 clock hours for each year			
	General Diploma	College-Prep Diploma	EAA Honors Diploma[^]	La Sierra University*	University of CA*	CA State University*
Additional Requirements			Min. of 2 AP courses GPA of 3.0 No Ds or Fs	3.0 GPA SAT or ACT	High GPA High Score on SAT or ACT	Avg. GPA Avg. Score on SAT or ACT

Rec. = Recommended

* Information deemed accurate at time of publication. Consult with your college/university to confirm.

[^] Honors Diploma requires 40 units in chosen emphasis: science, social science, or English.

HIGH SCHOOL COURSE DESCRIPTIONS

ENGLISH DEPARTMENT

English I – The emphasis on writing requires multiple short stories and essays, a poetry collection, an autobiography booklet, and a major research paper. English I offers a basic introduction to literature so that students will understand and learn to appreciate different genres of literature including: short stories, biographies, poetry, the novel, and more.

English II – World Literature is a graduation requirement that fulfills prerequisites for college admission. In this class, we will study a variety of literary genres including: novels, short stories, poetry and nonfiction. These works will span literary traditions from around the globe, from ancient epics to contemporary novels. As this is an English class, reading and writing will be essential components of the curriculum. 67ik.

English III – American Literature is a graduation requirement that fulfills prerequisites for college admission. In this class, we will study a variety of literary genres including: novels, short stories, plays poetry and nonfiction. These works will span American literary tradition from the early Native American legends to post-modernism in the 20th century. As this is an English class, reading and writing will be essential components of the curriculum. .

English IV – British Literature is a graduation requirement that fulfills prerequisites for college admission. In this class we will study a variety of literary genres including: novels, short stories, plays, poetry and nonfiction. These works will span British literary tradition from the early Anglo-Saxon period to post-modernism in the 20th century. As this is an English class, reading and writing will be essential components of the curriculum. Students will complete projects including essays, extended research projects, presentations and creative writing.

A.P. English Literature – The primary purpose of this course is to enrich the students’ understanding of literature. Students will apply their discoveries through writing formal essays, creative writing assignments, art projects, oral reports, and class discussions. Works from a variety of genres, authors, and time periods will be used to provide a wide range of literary exposure. Students will take the Advanced Placement exam at the end of the class to potentially earn college credit. Pre-Requisite: B- or above in previous English course or recommendation from previous teacher with a significant writing sample.

A.P. Language and Composition – AP Language and Composition is intended to be a college-level course for advanced 11th and 12th grade students. This class will cover six modes of essay writing, as well as literature from both the American British canon. Throughout the year, students will complete multiple essays, presentations and multimedia-based projects. During the 4th quarter, students may take the AP Language and Composition exam in order to receive college credit.

MATHEMATICS DEPARTMENT

Algebra I – This course is a study of the processes involved in the solution of problems by algebraic methods. The course begins with a detailed study of the properties of real numbers. This is followed by the applications of such properties in the manipulation of mathematical expressions. Detailed study is given to the following areas: sets, factoring, radical expressions, operations with polynomials, graphing, proportions, and the solution of linear and quadratic equations.

Geometry – This class begins with an overview of geometric terms and properties that are to be utilized for step-by-step proofs. Students practice logical, sequential thinking through direct and indirect proofs using visual techniques. Emphasis is placed upon the pertinence of geometrical shapes and figures in society.

Algebra II – This course begins with a review of topics from Algebra I and further study of quadratic equations and functions, linear and quadratic systems, graphs, and introductions to: functions, exponents and logarithms, elementary analytic geometry and trigonometry. An emphasis is placed on handling various types of word problems algebraically.

Pre-Calculus – This course begins with a review of topics from Algebra II and further study of trigonometry and advanced algebra. Students learn to graph, solve, and predict trigonometric and polynomial equations. An emphasis is placed on advanced trigonometric and quadratic applications through word problems. Pre-requisite: B- or above in Algebra II

A.P. Calculus – This course is a college level Calculus course. Students will take the Advanced Placement Examination at the end of the class and can get college level credit with successful passage of the exam. Pre-requisite: B- or above in Pre-Calculus

MODERN LANGUAGE DEPARTMENT

Spanish I – This course offers a thorough orientation and introduction to the fundamental differences between English and Spanish pronunciation, grammatical usage and culture. Emphasis is placed on oral communication developed through active student participation during each class session with the help of visual aids, recordings, and teacher evaluation. The course attempts to build a better understanding of the customs, language, and people of the Hispanic culture. Grammatically, it gives the student a thorough understanding of the present tense forms of the Spanish language and introduces the regular form of the preterit (past) tense.

Spanish II – This course offers a thorough orientation and introduction to the fundamental differences between English and Spanish pronunciation, grammatical usage and culture. Emphasis is placed on oral communication developed through active student participation during each class session with the help of visual aids, recordings, and teacher evaluation. The course attempts to build a better understanding of the customs, language, and people of the Hispanic culture. Grammatically, it gives the student a thorough review of the vocabulary and morphological structures of Spanish I, develops further the two past tense forms, introduces the conditional and future tenses, and provides a complete understanding of the subjunctive mood.

SOCIAL SCIENCE DEPARTMENT

World History – This course is a study of political, religious, and social world history and development with emphasis on “Western” civilization and geography. Students will learn how and why historical events happened, rather than memorization of names and dates. The use of videos, simulations, games, and other activities help bring history alive for students.

United States History – This course is a study of the history and geography of the United States from the colonial period to the present. Special emphasis is placed on learning how and why historical events happened rather than memorization of names and dates. The use of videos, simulations, games, and other activities help bring history alive for students.

United States Government – This course is designed to study the government of the United States. Emphasis is placed on the origin and development of the U.S. Constitution, and how the executive, legislative, and judicial branches of our government work. The course also includes a comparison of the U.S. government with the governments of other countries.

Economics – This course is a study of the history, theory, and application of macro- and micro-economics. Emphasis is placed on the comparison and contrast of U.S. capitalism with other economic systems throughout the world. Quarterly projects encourage students to dig deep in their understanding and application of economic issues.

SCIENCE DEPARTMENT

Physical Science – This course is designed to give an overview of the main concepts in physics and chemistry. Students will study and apply the concepts from mechanics, thermodynamics, sound and light, electricity and magnetism, nuclear physics, structure and properties of matter, chemical interactions, stoichiometry, and solutions. Main ideas will be discussed in class, labs done in class to illustrate concepts, and assignments done each night. Tests will be given at the end of each chapter.

Biology – This course is a study of the basic principles of life and the basic structure of life from the molecular level to the organism. The various forms of life will be studied starting with unicellular organisms and working toward the complex organisms. Major topics include: matter and energy, cellular reproduction, heredity, chemistry of the gene, human genetics, evolution, classification, viruses, microorganisms, reproduction, development, nutrition, digestion, the immune system, and ecosystems. Labs for every major topic are required.

Anatomy & Physiology – This course is offered on alternate years. This course studies the structure and function of the human body. The body is treated as separate parts and as a holistic organism. Students gain an understanding of how the body operates with a special emphasis on the role of proper maintenance for optimum performance. Major topics in the course include: chemical basis of life; cells and cellular metabolism; tissues and skin; the skeletal, muscular, nervous, endocrine, respiratory, cardiovascular, lymphatic, urinary, and reproductive systems; digestion and nutrition; and pregnancy, growth, and development. Labs for every major topic are required.

A.P. Chemistry – This course is offered on alternate years. This course is a study of elementary inorganic chemistry with an introduction to organic chemistry and quantitative analysis. Major topics for this course include: matter, energy, atomic structure, ionic compounds, covalent compounds, chemical equations, causes of change, gases and condensation, solutions, chemical equilibrium, acids and bases, reaction rates, electrochemistry, and nuclear chemistry. Labs for every major topic are required. Students will take the AP Exam at the end of the class. Pre-requisite: B- or above in high school chemistry course or integrated chemistry and physics course or recommendation from previous teacher.

A.P. Physics – This course is offered on alternate years. The topics and objectives for this course are chosen and arranged with the desire to provide a logical sequence in which each principle or concept leads to the next. The student will be exposed to a variety of topics dealing with physical science. The course will not only stress the principles involved, but also the ability to solve the problems mathematically. Upon completion of this course, the student will have been exposed to the major topics discussed in a college physics class. Major topics in the course include: mathematics of physics, acceleration, forces, vectors, motion, momentum, energy, thermal energy, waves, sound, light, mirrors, static and current electricity, quantum theory, atoms, solid state electronics, and nuclear applications. Labs for every major topic are required. Students will take the AP Exam at the end of the

class. Pre-requisite: B- or above in high school physics course or integrated chemistry and physics course or recommendation from previous teacher.

A.P. Biology – This course is offered on alternate years. This course is a college level Biology course. Students will take the AP Exam at the end of the class. Pre-requisite: B- or above in high school biology course or recommendation from previous teacher.

A.P. Environmental Science – This course is designed to be the equivalent of a one-semester, introductory college course in environmental science, through which students engage with the scientific principles, concepts, and methodologies required to understand the interrelationships of the natural world. The course requires that students identify and analyze natural and human-made environmental problems, evaluate the relative risks associated with these problems, and examine alternative solutions for resolving or preventing them. Environmental Science is interdisciplinary, embracing topics from geology, biology, environmental studies, environmental science, chemistry, and geography. Because it is designed to be a course in environmental science rather than environmental studies, the AP Environmental Science course includes a strong laboratory and field investigation component. Prerequisites for this class include two introductory science lab classes, and at least one year of algebra.

FINE (VISUAL & PERFORMING ARTS) DEPARTMENT

Art I, II & III – These courses offer an introduction to basic art concepts and instruction in design, balance and composition. Mediums covered are painting, ceramics, silkscreen, block printing, sculpting, and three dimensional design.

Chamber Singers – Chamber Singers is a small, select group of students who wish to gain experience singing in a small group and/or solo, and to promote the school through concerts.

Choir – Designed for students to gain experience understanding music theory, singing in a group situation, and using their gift of music to glorify God in worship. Members are required to meet several performance appointments throughout the year.

SonaBella – The school's bell choir learns the basic of bell ringing, music theory, and performs several times a year.

Music Ministry – This course will address the topics of spiritual growth and worship. The students will analyze their personal walk with God and will be challenged to strengthen that walk through spiritual growth activities. Meanwhile the students will develop their current musical abilities and learn how to experience music at a spiritual level as well as how to lead other into spiritual worship. Because space is limited, students will have to apply and a class fee will be added to their account.

Yearbook – This course offers students the opportunity to apply their creativity, responsibility and dedication to developing, planning, creating and publishing the school's yearbook. Because space is limited, students will have to apply.

LIFE SKILLS DEPARTMENT

Home Arts (1 semester) – This course introduces students to basic cooking techniques and how to manipulate needle and thread in a variety of creative projects. The basics of child care and building healthy personal relationships are also discussed.

Practical Arts (1 semester) – This course is intended to furnish students with experience in the design and construction of basic woodworking projects. It consists of one semester of drafting and machine operation. Emphasis is placed upon the elements and methods of design and upon the safe use of hand tools. Teamwork is stressed in the maintenance of a clean and safe shop environment. In addition, students receive a unit of instruction on basic car maintenance.

PHYSICAL EDUCATION DEPARTMENT

Team Sports I & II ~ We believe the body is a temple, and as such we should strive to be physically fit. Physical education is an integral part of the total education program and contributes to the development of the individual through the natural medium of physical activity. The physical education experience should be a positive motivating force that will help develop a lifestyle of physical activity. Students will have the opportunity to participate in sport, components of overall fitness, and lifelong activities that can be enjoyed now and in the future.

Life Sports – This course focuses on life-long fitness goals and activity development. Through study and practice, students will learn to develop personal fitness plans for their life. This course also incorporates a variety of team and individual sports/activities, many of which are non-traditional, that develop physical skills, and provide opportunities to further develop avenues to promote and maintain an active lifestyle.

Health (1 semester) ~ This required comprehensive health education course provides students with accurate information which they can utilize to develop healthy attitudes and behavior patterns. Critical thinking and decision making skills are taught and practiced throughout the course as students are encouraged to recognize that they have the power to choose healthy behaviors in order to reduce risks. The topics covered include mental health, family and social health, nutrition, fitness, substance abuse, disease and disorders, consumer and personal health, personal safety, and community and environmental health.

RELIGION DEPARTMENT

Introduction to Christianity – This course introduces students from other cultures and religions to the basic belief structure of the Christian faith and focuses on Jesus Christ as our creator, savior and redeemer.

Religion I – This course focuses on basic tools in Bible Study, Christian living based on Jesus' life on earth, and God's character based on the life of the Patriarchs. The student is introduced to the reality of God's grace dealing with basic building blocks primarily from Genesis and Mathew. This course has three parts: Bible Basics, Life of Jesus, and the Patriarchs.

Religion II – This course begins with the history of God's people, starting with the Exodus and continues to the Inter-testimonial period. It then continues in the time of Jesus and the establishment of the early Christian church and ends with the formation of the Seventh-day Adventist Church. This course has three parts: The children of Israel in the Old Testament, the early Christian church, and an overview of the SDA denomination.

Religion III – This course is an in-depth study on the theme of salvation, basic Christian fellowship, spiritual growth, and prophecy. The student will examine the 28 Fundamental Beliefs of Adventism; they will journey through the prophetic books of Daniel and Revelation as well as the book of Romans. This course has three parts: 28 Fundamental Beliefs, Daniel and Revelation, Romans.

Religion IV– This course is a study of the life and ministry of Jesus through the Gospel of John and through the theology of Hebrews. They will also study the basics of the major worldviews and world religions. We will examine Jesus’ life here on earth and also his role as rightful king and high priest. Moreover, this course is a study of Christian values applied to practical living, careers, dating, marriage, and other pertinent issues. Each student will evaluate and contrast societal morals and ethics with Christian values and ethics. This course has three parts: the Gospel of John, Marriage and Family, Hebrews and World Religions.

World Missions – Recognizing the responsibility of all Christians to complete Christ’s commission, this course gives an overview of the strategic and historical progress of worldwide missions today. Students consider ways in which they can fulfill the biblical mandate in their local and global communities.

TECHNOLOGY EDUCATION

Computer Applications – The purpose of this class is to increase the students’ proficiency in using computers and to introduce students to the various operating systems and applications that are commonly used at home, at school and at work. The class will consist of daily typing practice, weekly units and semester-long portfolios. Because of the nature of this class, there will be many projects to complete. Some will be weekly and others will take place over three to four weeks. Regardless of the length of the project, you will be expected to put forth your full effort, creativity and originality.

Regulations adopted and published by the Faculty and Administration during the school year are as binding as those published in this *Student & Parent Handbook*.