

LOS ANGELES ADVENTIST ACADEMY

PARENT | STUDENT

HANDBOOK 2022-2023



LOS ANGELES ADVENTIST ACADEMY

846 E. EL SEGUNDO BLVD.
LOS ANGELES, CA 90059

STUDENT LEARNER OUTCOMES



E.A.G.L.E. ETHICAL DECISION MAKERS

ED.1 GLORIFYING GOD IN CHARACTER THROUGH CITIZENSHIP, SCHOLARSHIP, LEADERSHIP, AND SERVICE.

ED.2 DEMONSTRATING SPIRITUAL GROWTH, KNOWLEDGE OF, AND SERVICE TO THE LORD JESUS CHRIST.

ED.3 DEMONSTRATING THEIR KNOWLEDGE OF SCRIPTURE BY BEING ABLE TO EXPLAIN AND APPLY BIBLICAL TRUTH AS A GUIDE FOR LIFE.

ANALYTICAL PROBLEM SOLVERS

AP.1 CONNECTING PRIOR KNOWLEDGE WITH NEWLY DISCOVERED INFORMATION AND APPLYING IT ACROSS THE CURRICULUM.

AP.2 EXHIBITING AN ABILITY TO UNDERSTAND, INTERPRET, EVALUATE AND SYNTHESIZE INFORMATION AND IDEAS.

AP.3 USING CRITICAL AND CREATIVE THINKING SKILLS IN ANALYZING AND SOLVING PROBLEMS.

E.A.G.L.E. GLOBAL COMMUNITY BUILDERS

GC.1 ASSUMING AN ACTIVE ROLE IN PRESERVING GOD'S CREATION.

GC.2 EXHIBITING CONCERN AND SENSITIVITY FOR OTHER PEOPLES AND CULTURES.

GC.3 UNDERSTANDING THE FUNCTIONS OF GOVERNMENTS AND THEIR IMPACT ON INDIVIDUALS AND SOCIETY AND ENGAGING ACTIVELY IN LOCAL, NATIONAL, AND GLOBAL COMMUNITIES.

LEADERS FOR TODAY & TOMORROW

LT.1 DEVELOPING INTO COMPASSIONATE SERVANT LEADERS.

LT.2 FOCUSING ON THE GROWTH AND WELL-BEING OF OTHERS.

LT.3 UTILIZING EXAMPLES OF GREAT LEADERS TO ENGAGE IN BUILDING FUTURE LEADERS.

EFFECTIVE COMMUNICATORS & COLLABORATORS

EC.1 USING THE ENGLISH LANGUAGE CONFIDENTLY WHILE INCREASING THE ABILITY TO LISTEN, QUESTION, INTERPRET AND RESPOND.

EC.2 READING A WIDE VARIETY OF INFORMATIONAL AND LITERARY WORKS WITH FLUENCY, COMPREHENSION, AND APPRECIATION.

EC.3 USING MEDIA, INFORMATION TECHNOLOGY, AND AESTHETIC EXPRESSION AS A MEANS OF COMMUNICATION.

GUIDING PRINCIPLES

"AND ALL THY CHILDREN SHALL BE TAUGHT OF THE LORD" ISAIAH 54:13

FOUNDATION

Los Angeles Adventist Academy exists to accomplish a fundamental scriptural directive which clearly mandates *"And all thy children shall be taught of the Lord . . ."* Isaiah 54:13

PHILOSOPHY

The academy is a Christian learning community that educates service-oriented leaders and scholars for eternity. It is established on the principle of God as Creator and human beings as His accomplished masterpieces who seek the Lord's divine purpose for their lives. The school, which perceives that every human being is of inestimable value, is also founded on the premise that all true knowledge and wisdom come from God whose plan for building Christian character involves the harmonious development of mind (mens), body (corpus), and spirit (spiritus). The academy, therefore, seeks to fulfill its basic conviction that the Lord grants knowledge and wisdom for use in service to God and to humanity in both this world and the world to come.

MISSION

Los Angeles Adventist Academy is committed to cultivating academic excellence in a nurturing Christian environment where students build integrity, exercise faith-based servant-leadership, and prepare to make a positive, lasting local and global impact for their entire lives.

VISION

Los Angeles Adventist Academy envisions its school as a premier educational institution that, through its nurturing Christian environment, prepares its students to accomplish their purpose in life and to positively influence the world.

GENERAL PROCEDURES

THE SCHOOL BOARD

Los Angeles Adventist Academy is governed by a school board whose members are elected by the churches of the school's constituency.

School board meetings are open, except when sensitive topics are being discussed. In this instance, the board chairperson may call for an executive session, which is a closed meeting of the board when only the regular and ex officio members are allowed to be present. The board may, however, invite interested persons to be present to provide needed information. However, such persons should be excused prior to discussion and vote by the school board.

CHILD ABUSE REPORTING

The faculty and staff of Los Angeles Adventist Academy report cases of child abuse according to the provisions of state law. This requires that any employee who is a child care custodian who has knowledge of or observes a child known or reasonably suspected of having been the victim of child abuse is to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report within the time required of receiving the information concerning the incident.

RESIDENCE & CUSTODY DISPUTES

When there is a court document outlining custody arrangements, a copy should be provided to the school. The school will abide by the specifications of such a document. The school will remain as neutral as possible in any custody dispute. In any legal dispute between parents, school personnel will provide information to the court, attorney, parents, or their agents only in response to a lawful summons or subpoena. The school is to be notified immediately if a change in a student's guardianship, living arrangements, address, or telephone number occurs.

EMERGENCY PROCEDURES

Emergency drills are routinely conducted for the safety and well-being of students. If an actual emergency should occur, students will be held on school grounds until parents or emergency contact persons sign them out of school. If the school's campus becomes inaccessible the school relocation site will be held across the street at Magic Johnson Park. For this reason, the following documentation is to be on file in the school office for every student enrolled:

- A parent-signed consent to treatment form
- Current telephone numbers for parents
- Names and numbers of emergency contact persons for use if parents cannot be reached

Los Angeles Adventist Academy will adhere to the directions of local police departments. The following are procedures that the academy will follow:

- Activate crisis management teams
- Send out parent alerts
- Cancel field trips and after-school programs
- Release students from school only to parents or authorized individuals

ELECTRONICS

Nonverbal, written communication, on and off-campus, including video, pictures, and graphics on classroom computers, personal computers, smartphones, or other devices, must demonstrate a positive purpose and basic Christian principles of decency. Should the school become aware that a student has been communicating inappropriate content, on or off-campus or misrepresenting the Christian values of the school in communication, the student will be subject to disciplinary action. Cellular phones and all other electronic devices must not be in evidence unless authorized by a teacher or administrator.

INTERNET USAGE

Los Angeles Adventist Academy is pleased to offer our students access to the school network for electronic mail and usage of the internet. Access to the internet will enable students to explore thousands of libraries and databases.

Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right, and responsible behavior is expected. The school has the right and duty to monitor and restrict both the amount of time online and the sites visited. This responsibility extends to any communication to or from sites.

It is not possible to list all activity that is prohibited, but the following are examples of unacceptable behavior that extends to all technology:

- Sending or displaying offensive messages or pictures
- Distributing personal information about yourself or any other student on sites using chats, blogs, social networking, or email
- Using obscene language
- Harassing, insulting, or stalking others
- Damaging computer, computer systems, or computer networks
- Violating copyright laws such as downloading illegal files e.g. music or videos
- Using another person's password or sharing your password with others
- Browsing in another person's folders, work or files
- Using profiles or any other technology to bypass the school's filtering, including using other wireless networks

LAW ENFORCEMENT INVOLVEMENT

In the case of suspicion of possession of weapons, controlled substances, and/or refusal to comply by the student, law enforcement may be called to mediate or investigate the incident. The student may be immediately suspended pending further investigation. Parents will be notified when it has been necessary to involve law enforcement.

QUALIFICATIONS FOR STUDENT OFFICE

In order to participate in the Eagle Athletics Program or hold a class, or a student association office, students must maintain a GPA of at least 2.0 and a grade of B or above in citizenship. If a grade falls below C during any marking period, the student will be ineligible to serve as an officer or participate in Junior Varsity during the next quarter. If the GPA falls to reach at least a 2.0 at the end of the probationary quarter, the student office will be declared vacant and new elections will be held to fill the position. Junior Varsity members will be ineligible to participate until unsatisfactory grades are corrected.

WITHDRAWAL FROM SCHOOL

Official withdrawal forms from the main office is to be completed in order for billing notices to be discontinued and student records sent to another school.

EXTENDED DAY CARE (EDC) PROGRAM

EDC Days and Hours Monday- Friday mornings 7:00 a.m.- 8:15 a.m. 3:30 p.m.- 6:00 p.m. Monday- Thursday and 4:00 p.m. on Fridays. All students must be signed out by the person picking them up. If parents are allowing a person under the age of 18 to pick up their child, you must have a written letter on file. The late fee per child will be \$50.00 within the first five minutes and \$1.00 per minute thereafter. Late fees must be paid to the office before your child will be permitted to return to the program.

ADMISSIONS

WHO MAY APPLY

Students considered for admission at any grade level are those who (1) desire to attend the school and agree to comply with required standards, (2) demonstrate readiness for the grade level for which they are applying, or provide clear evidence of continuing growth and progress, (3) submit a satisfactory scholarship and citizenship record from the school most recently attended.

STUDENTS WITH SPECIAL NEEDS

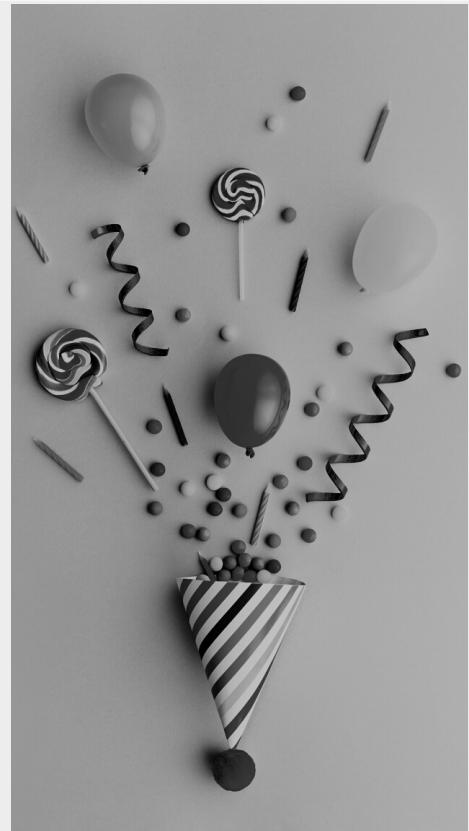
Because the academy is unable to fund the required staff or essential resources for providing special education services, it does not accept students who have serious mental, physical, or social disabilities.

ESSENTIAL DOCUMENTATION

Documents required when evaluating requests for admission of new students at any grade level are: (1) student application form, (2) official birth certificate, (3) state-mandated health reports (4) recommendation from the school most recently attended (5) report of academic progress from the school most recently attended and (6) financial clearance from the school most recently attended.

AGE OF KINDERGARTEN ENTRANCE

All students entering Kindergarten must be 5 years of age by September 1. Although kindergarten retention is not mandated, children who in the professional judgment of the teacher and administration, need to spend two years in kindergarten may be re-enrolled in the kindergarten program. Children are admitted to first grade if they attain the age of six years on or before September 1 of the current school year. The age of six years by September 1, is an official prerequisite for first-grade entrance adopted by the Southern California Conference Board of Education.



STUDENT HEALTH

IMMUNIZATIONS | MEDICAL EXAMINATION

At the time of registration, all new students, and seventh graders are to present results from a physical examination along with an immunization record completed within the last eighteen months. Additional requirements for seventh graders include results from a **scoliosis exam, pertussis booster, Td booster, Tdap, and hepatitis B** immunization series. All entering students are to provide evidence of immunizations for **polio, DTP (diphtheria, tetanus, pertussis), and/or Td, MMR (measles, mumps, and rubella), hepatitis B, and varicella (chickenpox).**

Students who are new to California are also required to present evidence of a **tuberculosis skin test (Mantoux PPD)**. Additionally, parents are to advise school officials of any special health condition that may affect their child's performance.

STUDENT MEDICATION

Teachers are not legally permitted to diagnose a health condition or give any internal medications, including aspirin, except as indicated below. Any student who is required to take medication during the regular school day, as prescribed by a physician, may be assisted by office personnel if the school has on file the following:

- A written statement from the physician detailing the time schedules, amount, and method by which such medication is to be taken.
- A written statement from the parent giving consent to administer medication is outlined in the physician's statement.

Such medication is to be delivered to the school in the original container bearing the pharmacy label. This label must contain the name and place of business of the seller, the serial number and the date of such prescription, the name of the person for whom such a drug is being prescribed, and the name of the member of the medical profession who prescribed the drug, and must also bear directions for use as prescribed by the member of the medical profession. Such medications are maintained only in the school office since no medication is to be in the possession of the student for self-administration in any other campus location.

ACCIDENTS DURING THE SCHOOL DAY

Parents are required to sign an annual consent to treatment form permitting emergency medical attention for their child if needed. Accidents or illnesses occurring during any school-sponsored activity are reported immediately to school administration and parents. School personnel completes a detailed report on the day of the accident with copies submitted to parents, and insurance provider, and placed them in the student's file. The academy carries secondary accident insurance for all enrollees. This coverage applies after the family's primary insurance addresses the claim.

ILLNESS DURING THE SCHOOL DAY

Parents are expected to advise the school of any medical condition that is vital to the health or performance of their child. Office personnel will notify parents if their child becomes ill during the school day. Parents are to make arrangements for picking up the student and taking the student for proper medical care as warranted.

ILLNESS DURING THE SCHOOL DAY (CONT.)

In the event of a medical emergency, school personnel will immediately contact emergency medical services. Students are to have on file in the main office a parent-signed medical consent form that includes special instructions, medications, and/or medical alert information. Parents are to notify school office personnel of any changes in medical information to protect the well-being of the student.

INFECTIOUS OR CONTAGIOUS DISEASE

All students who exhibit signs and symptoms of infectious or contagious illness will be referred by a classroom teacher to the main office. Office personnel will immediately contact parents to discuss whether or not the student should remain in school. This discussion may lead to (1) student removal from the school environment, (2) a medical evaluation, or (3) a written medical clearance before the student's return to school.

ATTENDANCE

POLICY

Regular attendance, which is compulsory in the state of California, is expected of all students. Regular attendance, promptness, and dependability are therefore characteristics of successful students. Individual student attendance records are maintained to indicate class tardies and absences for each day that school is in session.

- **TARDINESS** is failure to be in the assigned place when the class begins. If a tardy occurring at the beginning of the school day is to be excused, a parental note is required upon the student's arrival at school.
- **AN EXCUSED ABSENCE** is an absence due to a verified illness, medical, dental, or optometric service, quarantine, bereavement, court appearance, or a school-sponsored activity. A written excuse from the parent or Medical professional that includes the student's name, date (s) of absence, reason for absence, and parent's signature is to be submitted upon the student's return to school. Refer to individual teacher's late work policies
- **UNEXCUSED ABSENCE** is any absence that does not meet the criteria for an excused absence and/or any absence for which no written excuse is provided. Absences not cleared within three days of the return date are recorded as unexcused. The attendance grade drops one letter grade for every unexcused absence.
- **PREARRANGED EXCUSED ABSENCES** are cleared in advance with a written request from the parent and approval from the administration
- **EXTENDED ABSENCE** involving a prolonged illness of three or more consecutive days requires a physician's clearance to be attached to the parental excuse. A physician's clearance is also required if a student is chronically ill or unable to participate in physical education activities for three or more days. Students whose absences involve 20 percent or more of any grading period are subject to forfeit grades.

- ATTENDANCE PROBATION is assigned to students whose attendance grades are C or below at the end of the quarter. These students remain on probation until the next quarter. Students who remain on attendance probation longer than one quarter are required to meet with the Character Development Committee (CDC) along with a parent to determine whether enrollment in the academy should continue.
- TRUANCY is failure to attend school regularly exceeding 3 or more unexcused absences or tardies in one quarter. Dismissal, re-application, and probation are required following acts of truancy.
- CAMPUS LEAVES during a school day are to be authorized by a parent. If a student needs to leave the campus before regular dismissal, a parental request is to be made to the main office in person, in writing, or by telephone. An official off-campus pass is then issued.

ACADEMICS

ACADEMIC HONESTY

The academy is committed to the belief that honesty is the best policy. Habits of hard work and honesty promote integrity, self-reliance, self-respect, responsibility, and trust. The consequences of dishonesty may include repeat assignments, failing grades, or suspension. Chronic dishonesty may require dismissal from school. Students found in violation of the honesty policy also make themselves ineligible for academic recognition, honors, or awards. Dishonesty may occur in many forms including, but not limited to, the following:

TEXTBOOK ACQUISITION

Specific textbooks are adopted as learning tools that organize and describe the curriculum. Students in grades 7 and 8 purchase textbooks.

- Having unauthorized possession of a teacher's edition or grading key.
- Allowing another student to copy or borrow from one's classwork or homework.
- Copying or borrowing answers or ideas from another student's classwork or homework.
- Talking, signaling, or looking at another student's paper during quizzes or tests.
- Copying a writing assignment from any source without giving credit to the original author.

CURRICULUM DELIVERY

The academy curriculum includes required concepts, skills, content, and values for each course offered. This curriculum has been derived from national standards, adopted curriculum guides, and textbook resources combined with data on student achievement. The curriculum is typically delivered using classroom instruction, group problem-solving, and independent assignments. These practices are further enriched utilizing expanded reading and research, educational field trips, guest presenters, integrated technology experiences, creative projects, fine arts programs, public performances, athletic events, leadership training, and community service opportunities.

ASSESSMENT OF LEARNING

Student learning is monitored daily utilizing classroom discussion, graded assignments, quizzes, and tests. Grade reports are issued at the close of each nine weeks. Standardized tests including PSAT and MAPS are administered as a means of analyzing individual academic achievement. Test results are analyzed and reported during parent conferences.

Student's grade report will include the following symbols:

GRADING SYMBOLS: KINDERGARTEN

I

WORKS INDEPENDENTLY

NT

NEEDS MORE TIME TOWARD OBJECTIVE

P

PROGRESSING TOWARDS OBJECTIVE

GRADING SYMBOLS: GRADES 1-2

E

EXCELLENT WORK

N

NEEDS IMPROVEMENT

S

SATISFACTORY PROGRESS

GRADE PERCENTAGES

GRADES: 3-8

GRADE	PERCENTAGE	GRADE	PERCENTAGE
A	93-100	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	0-59

GRADE POINT VALUES

GRADES: 3-8

GRADE	GPA	GRADE	GPA
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7-82	D-	0.7
C+	2.3	F	0.0

COMMUNICATING WITH FAMILIES

PARENT CONFERENCES

Two formal parent/teacher/student conferences are scheduled each school year to exchange the mutual insight needed for helping students pursue their highest potential as learners. All parents are expected to attend the November conference to discuss progress and goals for the year. Conferences are required in April for parents of those students receiving grades lower than C- or N. Additional conferences are scheduled as needed throughout the school year and may be requested by the parent, teacher, or principal.

INCOMPLETES

A grade (I) or incomplete is recorded if a student has not completed required course work, due to long-term medical conditions or extortionary circumstances. Substantiated by a doctor's note.

CAMPUS VISITORS

Parental classroom visitation is welcomed, however, all visitors are required by law to sign in at the school office where a visitor's badge will be issued. Parent conferences are scheduled after school in order to prevent any interruption to the student instructional day.

TELEPHONE CALLS

Students are not to receive or make telephone calls during school hours. Office personnel will make or receive emergency calls to or from parents since students may not be called away from class instruction for telephone calls.

SHARED FACILITIES

Care of facilities represents the positive value system of students and staff as they respect and protect all property, both public and private. It is desired that a beautiful campus will be maintained for current patrons as well as for those in years to come.

PERSONAL PROPERTY

Los Angeles Adventist Academy is not responsible for lost, stolen, or misplaced personal items.

STUDENT LOCKERS

Lockers are assigned as a convenience to students in grades 5–8 for storage of textbooks and other acceptable personal items. Lockers are expected to be kept clean, neat, and not damaged or defaced in any way with paint, stickers, writing, permanently attached shelves, or other items that cannot be removed. Because lockers are school property, they are subject to search by school officials at any time. The academy does not recognize any right of privacy that students may wish to claim with regard to school lockers. Any locker that is damaged or defaced is subject to a minimum fine of \$50 and/or the replacement of the locker unit.

CHRISTIAN CONDUCT

ALL STANDARDS OF CONDUCT ARE BASED UPON RESPECTING THE RIGHTS OF OTHERS, STATE LAWS, INSURANCE REGULATIONS, AND/OR SCHOOL STANDARDS. STUDENT OFFENSES WILL RESULT IN BEHAVIORAL MODIFICATION MEASURES. THESE MEASURES RANGE FROM VERBAL WARNINGS AND/OR CONDUCT REFERRALS TO SUSPENSION OR EXPULSION FROM SCHOOL. THE FACULTY AND/OR LAAA CHARACTER DEVELOPMENT COUNCIL WILL DEAL WITH MAJOR OFFENSES. ALL TEACHERS HAVE AN IN-CLASS BEHAVIORAL PROGRAM BUT WILL DEFER TO THE REFERRAL SYSTEM AFTER IN-CLASS REMEDIES HAVE BEEN EXHAUSTED. IF A TEACHER DEEMS A REFERRAL NECESSARY, HE/SHE WILL FILL OUT A REFERRAL FORM AND SUBMIT IT TO ADMINISTRATION, WHICH WILL PROCEED WITH THE APPROPRIATE ACTION. DEMERIT POINTS ARE APPLIED ONLY AFTER REPEATED ATTEMPTS HAVE BEEN MADE TO RESOLVE A MINOR DISCIPLINE ISSUE OR IF THE OFFENSE IS DEEMED MORE SERIOUS IN NATURE.

SEXUAL HARASSMENT

LAAA is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment should be reported in accordance with these procedures so school authorities may take appropriate action. Students who sexually harass others are subject to disciplinary actions, up to and including dismissal.

- **Definition:** Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature which is offensive. It can be spoken, written, or physical behavior. It includes offensive pictures, graffiti, jokes, and gestures. Sexual harassment also occurs when the offensive behavior or material creates a hostile school environment.
- **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 shall report the incident to the classroom teacher. The student may also report to the principal or administrator.
- If the harassment comes from an adult, the student should report it directly to the principal or another responsible adult.

CITIZENSHIP FOCUS

Citizenship grades determine eligibility for holding student office, achieving campus privileges, receiving special honors, and maintaining continuous enrollment. Students are expected to cooperate with the requirements of the school and to function as responsible self-managers who are not dependent upon others for corrective action. The chain of discipline authority typically moves from the student to the teacher, then to the parent, then to the principal, then to the Character Development Council, and ultimately to the school board.

Quarterly citizenship grades are based on a merit system. Students are granted twenty merits at the beginning of each quarter. Citizenship grades are therefore a matter of choice. Any student whose citizenship grade is lower than C is automatically placed on citizenship probation.

SCHOOL-WIDE GRADING SCALE

THE FOLLOWING SCHOOL-WIDE GRADING SCALE APPLIES:

GRADE	MERITS
A	19-20
B	17-18
C	15-16
D	13-14
F	12

Quarterly citizenship grades are based on a merit system. Students are granted twenty merits at the beginning of each quarter. Citizenship grades are therefore a matter of choice. Any student whose citizenship grade is lower than C is automatically placed on citizenship probation.

Each student incident report 0-2 merits removed
Each dress code violation 1 merit removed
Each suspension (In house or home) 2 merits removed per day

MERIT RESTORATION

Since punishment focuses on the past while discipline focuses on the future, Christian discipline is designed to be redemptive in nature. Merit restoration is therefore possible. Students who receive no disciplinary notices for fifteen consecutive school days following merit removal may raise their citizenship grade one merit point. Any who receives no disciplinary notices for twenty consecutive school days following merit removal may raise their citizenship grade one merit point.

IN-SCHOOL | AT-HOME SUSPENSION

Suspension offers a special time for students to rectify unwise conduct decisions while it also permits these students to experience the logical consequences of their actions. Any student assigned to In-School Suspension is to report directly to the main office and remain isolated from the class throughout the period of suspension. A student **Self-Management Report, as well as regular assignments**, are to be completed during the morning. The afternoon is then devoted to supervised manual labor such as cleaning walls, woodwork, lockers, desks, lunch areas, or other assigned tasks. A suspension contract is signed with the understanding that the probationary period is equal to three weeks for each day of In-School Suspension.

For any student assigned to At-Home Suspension the probationary period is equal to four weeks for each day of At-Home Suspension. A student-prepared **New Beginnings Report** is required upon returning to school. Also a behavioral modification contract signed by parent-student, teacher, and principal must be signed and placed in the student file.

The administration reserves the right to determine the consequences of the offense.

CLOSED CAMPUS REGULATIONS

The academy operates a closed campus for the protection of its students and staff. Once students arrive on campus, they are not permitted to leave campus before the school day ends unless the class is involved in an off-campus field trip or picked up by a parent/guardian.

AFTER-SCHOOL SUPERVISION

Our insurance carrier requires students to vacate the campus immediately at the close of the school day unless they are engaged as participants in supervised after-school activities such as the Extended Daycare Program, athletics program, music program, or study hall/tutorials.

LUNCH PROGRAM

Students are to eat lunch only in supervised areas. This includes the cafeteria or at outdoor tables or benches. Dismissal for recess occurs when the lunch area is neat and clean. In cases where lunches are brought from home, healthy guidelines should be followed. Please note that students will not be allowed to order lunch on their personal phones or in the office without parent authorization.

UNAUTHORIZED ENTRY

Students are not to enter unsupervised buildings or areas that are not open for student use. Any unauthorized entry or use or possession of any school key or combination is subject to a \$50 fine plus the cost of replacement of any missing or damaged property. Consequences for unauthorized entry may include dismissal from the academy.

COMMUNITY SERVICE

Because human beings were created to belong and to contribute, students are expected to support their communities through two or more avenues of service each school year. Although no academic credit is available for community service, the joy of volunteerism is essential to spiritual development. Every Jr. High student has the opportunity to complete a minimum of 25 hours of community service each school year. The registrar provides report forms to be signed by work supervisors to verify the service rendered and hours completed. Then submitted to the registrar's office no later than May 15 for hours to be recorded. Students are encouraged to discover volunteer service opportunities within the school, church, and community. Typical avenues of service include options such as

- Volunteer assistance with school personnel
- Volunteer assistance with on-campus tutoring
- Volunteer assistance with church projects for those in need
- Volunteer assistance with Pathfinder Club programs
- Volunteer assistance with summer day camp activities
- Volunteer assistance with Vacation Bible School
- Volunteer assistance at community convalescent centers
- Volunteer assistance at community medical centers
- Volunteer assistance at community businesses
- Volunteer assistance with community improvement projects
- Volunteer fundraisers for local and global service project

SCHOOL UNIFORM DRESS CODE

Los Angeles Adventist Academy Students are expected to dress in accordance with principles of modesty and appropriateness. The prescribed school uniform is to be worn daily. Uniforms can be purchased from FSC Uniform Store.

UNIFORM:

GIRLS | K-4

MONDAY-THURSDAY

KHAKI JUMPER
KHAKI | PLAID PANTS
KHAKI | PLAID SKORT
KHAKI | PLAID SHORTS
LOGO POLO SHIRTS: BURGUNDY,
FOREST GREEN, NAVY

FRIDAY

REQUIRED PLAID JUMPER
REQUIRED PETER PAN ROUND COLLAR BLOUSE
CROSS TIE

GIRLS | 5-8

MONDAY-THURSDAY

KHAKI SKIRT
KHAKI | PLAID PANTS
KHAKI | PLAID SHORTS
LOGO POLO SHIRTS: BURGUNDY,
FOREST GREEN, NAVY

FRIDAY

REQUIRED PLAID SKIRT
REQUIRED WHITE OXFORD SHIRT
STRAIGHT TIE

BOYS | K-8

MONDAY-THURSDAY

KHAKI TWILL PANTS
KHAKI TWILL SHORTS
LOGO POLO SHIRTS: BURGUNDY,
FOREST GREEN, NAVY
REQUIRED BLACK BELT

FRIDAY

KHAKI TWILL PANTS
REQUIRED WHITE OXFORD SHIRT WITH LOGO
REQUIRED SCHOOL STRAIGHT TIE

OUTERWEAR | K-8 | BOYS & GIRLS

JACKETS: SOLID BLACK,
BURGUNDY

CARDIGAN | PULLOVER | VEST:
BURGUNDY, NAVY, FOREST GREEN
WITH LOGO

SOCKS | TIGHTS: BURGUNDY,
NAVY, FOREST GREEN, BLACK,
WHITE

SHOES: SOLID BLACK, WHITE,
HUNTER GREEN, BURGUNDY,
NAVY OR A COMBINATION OF
COLORS LISTED.

SCHOOL UNIFORM DRESS CODE

Please note that clothing items outside of the designated color scheme will not be allowed and students will be denied school entry or sent home for proper uniform.

The following styles and apparel are considered unacceptable:

- Head bandannas or head scarves of any kind
- Hoodies worn in the classroom
- Garments with objectionable pictures, slogans, or messages
- Too big or tight-fitting pants
- Nail polish should be of natural tones
- Body-contact jewelry such as rings, bracelets, wristbands, necklaces, chains, earrings, and nose rings are unacceptable according to uniform policy
- Closed-toe shoes and closed heels must be worn
- Extreme hair color and hairstyles that attract undue attention

STUDENT HANDBOOK COMPLIANCE



THE SIGNATURES BELOW INDICATE THAT WE HAVE RECEIVED, READ, DISCUSSED, AND AGREED TO COMPLY WITH THE CONTENTS OF THE CURRENT STUDENT HANDBOOK IT IS ALSO OUR UNDERSTANDING THAT ANY OTHER PUBLISHED POLICIES OF THE ACADEMY ARE LIKEWISE BINDING.

STUDENT: _____

PARENT NAME: _____ SIGNATURE: _____

DATE: _____ GRADE: _____