

MESA GRANDE ACADEMY

HIGH SCHOOL STUDENT HANDBOOK

2015 - 2016

A K-12 SEVENTH-DAY ADVENTIST CHRISTIAN SCHOOL
 Serving the Southern California Communities of Yucaipa, Calimesa and
 Banning Pass Since 1928

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

SCHOOL HOURS

Monday-Thursday

K-1	8:00 am	until	2:30 pm
2-4	8:00 am	until	2:45 pm
5-6	8:00 am	until	3:15 pm
7-8	8:00 am	until	3:35 pm
9-12 Weight Lifting PE	7:20 am	until	8:10 am
9-12 Choir, Choral,	7:30 am	until	8:10 am
9-12	8:15 am	until	3:35 pm
9-12 Labs	3:40 pm	until	4:30 pm
9-12 Athletic Varsity - P.E.	4:35 pm	until	5:25 pm
9-12 Varsity Sport Classes	5:30 pm	until	6:20 pm

Friday

K-8	8:00 am	until	12:30 pm
9-12 Choir & Choral	7:30 am	until	8:10 am
9-12	8:15 am	until	12:35 pm
9-12 Labs	12:55 pm	until	1:45 pm

Minimum Days

K-8	8:00 am	until	12:00 pm
9-12 Weight Lifting PE	7:20 am	until	8:10 am
9-12 Choir & Choral	7:30 am	until	8:10 am
9-12	8:15 am	until	12:00 pm (non-varsity) 12:45 pm (varsity)

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GENERAL INFORMATION

HISTORY AND LOCATION

Seventh-day Adventist Christian education began in the Yucaipa Valley in 1928, when the first school was held in the home of the teacher, Mrs. Chestnut, with two pupils. In 1931, the school was moved in the middle of the school year to the basement of the Seventh-day Adventist Church on E Street in Yucaipa. In 1947, the school was temporarily moved to the basement of the church on A Street, while the Third Street School was being built. Instruction in the Third Street School began in the fall of 1948.

In 1975, the school was moved to its present location on Fremont Street in Calimesa, and was named Mesa Grande SDA Junior Academy. During the 1989-90 school year, the eleventh grade was added and the name officially changed to Mesa Grande Academy. The first senior class graduated in 1991.

Mesa Grande Academy is organized into three sections: the elementary school (grades K - 6); the junior high (grades 7-8); and the high school (grades 9 - 12). Accreditation for all levels extends to June of 2016 with both the General Conference of Seventh-day Adventists and the Western Association of Schools and Colleges (WASC).

PHILOSOPHY

Mesa Grande Academy believes that knowledge of God, communion with Him, and emulation of His character are of paramount importance, and that only in cooperation with God can the individual, in his/her quest for knowledge, reach the optimum development of their mental, physical, emotional and spiritual powers. We endeavor to provide a Christian education that will transmit the American culture, academic excellence, and also the heritage which is singularly Seventh-day Adventist.

While we believe that formal education is an important part of a child's life, we also believe that many other experiences are necessary for well-rounded development. "True education means more than the pursuit of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being and with the whole period of existence possible to man. It prepares the student for the joy of service in this world, and for the higher joy of wider service in the world to come." E.G. White, Education, page 13.

MISSION STATEMENT

Mesa Grande Academy will train its students to make the most of their God-given potential and develop a commitment to His excellence by becoming spiritual seekers, inquiring scholars, skilled communicators and responsible citizens.

MGA Graduates will be Spiritual Seekers who . . .

- grow in their relationship with Jesus Christ and His people.
- recognize and utilize their God-given talents in their life choices.
- demonstrate a knowledge of Biblical principals and the mission of the SDA church.

Inquiring Scholars Who . . .

- use resources and develop study skills necessary for success in life.
- think critically, communicate effectively, and demonstrate competency in all subject areas.
- develop the skills and curiosity to continue learning outside their classroom.

Skilled Communicators who . . .

- listen effectively and work cooperatively as leaders and team members.
- express themselves in language, visual, and performing arts.
- treat others and their ideas with respect, compassion, and understanding.

& Responsible Citizens who . . .

- serve their local and global communities.
- understand the benefits of living a healthy, balanced lifestyle.
- exhibit self-discipline and a Christlike character.

GOALS AND OBJECTIVES

SPIRITUAL GOALS

- To impart a thorough knowledge of the Bible as the Word of God.
- To guide students toward obedience to the Word of God and its principles.
- To promote reverence for God and thoughtful kindness to man.
- To provide an atmosphere in which the students may become personally acquainted with Jesus as the Christ and their Savior.
- To encourage students to develop talents, to be practicing Christians, loyal, patriotic citizens knowingly aware of the needs of their neighbors and willing to serve.

ACADEMIC GOALS

- To provide an atmosphere in which students will be inspired toward academic excellence.
- To encourage students to think critically, independently, and creatively.
- To provide course selections that will allow students to obtain the building blocks necessary to attain spiritual, professional and vocational goals.

SOCIAL GOALS

- To provide opportunities for students to demonstrate acceptance of and respect for the rights of others.
- To provide opportunities for students to understand and without prejudice demonstrate an appreciation for all people and cultures.
- To provide opportunities for students to accept his or her civic responsibility for the environment and maintenance of peace.
- To provide an environment in which each individual receives respect and fair treatment by others.

PHYSICAL GOALS

- To provide an environment in which the student will learn the value of a temperate life.
- To teach the value of lifetime Christian recreation.
- To provide avenues for development of physical fitness.
- To provide opportunities for students to develop a practical skill.

MGA CODE OF ETHICS

Those who are followers of Jesus Christ should respect, honor, and uplift one another. Thus, a colleague, employee, volunteer, or student should never be placed in a position of embarrassment or disrespect due to any action or statement that has any explicit or implied sexual, racial, age or ethnic overtones. To do so is a violation of God's law and also the civil laws governing our school.

School staff, students and parents are prohibited from engaging in unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of sexual, racial, ethnic or age-related nature that could create a hostile, intimidating or offensive school environment. Such harassment is intolerable, against the law and will result in appropriate discipline up to and including dismissal of the individual.

Examples of conduct that may constitute harassment include, but are not limited to:

- Verbal or visual harassment or abuse (e.g. degrading sexual comments, unwelcome propositions, sexually offensive jokes and materials, ridicule, etc...).
- Requests for sexual favors or activity.
- Inappropriate touching of a sexual or abusive nature (e.g. pinching, patting or repeated brushing against another individual's body).
- A suggestion, threat or action that makes the affected individual uncomfortable.
- Using any form of digital communication to make negative comments to or about others.

An individual who experiences harassment should take one of the following steps:

1. Talk to the individual who is harassing you. Explain that you feel uncomfortable and explain why.
2. Speak to your teacher or your principal.
3. The initial complaint should be followed by a written statement prepared by the person being harassed and directed to the person to whom the incident was reported. The written report should be objective and include factual details to support the alleged incident(s).

The matter will be referred to the Code of Ethics Committee, and all situations will be thoroughly investigated in a confidential and objective manner. The investigation will be a genuine attempt to identify and remedy the problem. If, upon completion of the investigation, it is determined that harassment related to sex, race, age or ethnicity has occurred, immediate and appropriate action will be taken against the person doing the harassing. The corrective action will depend upon the severity of the act and may range from a written warning to dismissal. Please see the MGA Anti-harassment policy brochure available online and at the office.

ORGANIZATION AND GOVERNMENT

BOARD OF DIRECTORS

Mesa Grande Academy is governed by a Board of Directors whose members are appointed by Seventh-day Adventist churches in the Calimesa/Yucaipa area which, along with the Southeastern California Conference of Seventh-day Adventists, give financial support to the school. They are:

Banning Beaumont Calimesa Forest Falls Yucaipa Yucaipa Valley Spanish

The board chairperson and vice chairperson are elected bi-annually by the board. The Principal of the school serves as the secretary to the board. In addition to the church representatives, the following individuals serve as ex officio members.

Voting: Associate Superintendent of Education, SECC
 MGA Home and School Representative
 MGA Business Manager
 MGA Principal
 Director of Education, PUC
 Associate Director of Education, PUC

MEETINGS

School Board meetings are generally held on the third Thursday of each month, September through June, in the Academy Library at 7:00 p.m. Meetings are open to all members of the Constituent Churches except when the Board is in executive session. Any constituent member may, in advance, suggest items for the agenda and be present when these are discussed.

ADMINISTRATIVE COUNCIL

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

- ❖ Principal
- ❖ Business Manager
- ❖ Elementary Vice Principal
- ❖ High-school, Junior High, and Elementary Representatives
- ❖ Development Coordinator
- ❖ Registrar/Administrative Assistant
- ❖ High School Vice Principal
- ❖ Network Administrator

HOME AND SCHOOL ASSOCIATION

PURPOSE AND FUNCTION

We realize the importance of cooperation between students, teachers and parents in striving to meet the objectives of Mesa Grande Academy, therefore, patrons of the school become members of the organization at the time of registration. Active participation in the programs and activities of the organization strengthen the connection between the home and school.

SCRIP

The Home and School Association currently sells gift certificates/SCRIP to raise funds for projects at school. SCRIP is sold at the beginning and end of most school days. It is available for all our local grocery stores, plus a wide variety of department stores, drug stores, restaurants, etc. For detailed information see the sales order form at the SCRIP window, adjacent to the school office. As a bonus to you, one half of the profit from SCRIP purchases (less \$.50 for shipping and handling per month) may be applied towards monthly tuition.

SCHOOL LUNCHESES

The lunch program is catered by Kopper Kettle Restaurant. Volunteers are needed to perform some administrative duties. A monthly menu is established and published and students may order lunch each morning. Lunch tickets may be purchased at the school office or, for a slightly higher charge, cash may be paid at the time the lunch is served. Lunch is to be eaten in the designated areas. Students are responsible for keeping their lunch area clean.

FALL FAIR

In October, the MGA Student Body, Home and School, vendors, and parents come together to raise money for individual classrooms, clubs, or projects on campus. There are game booths, crafts, vendors, exhibits, yard sale items, and a variety of food. There is something for everyone!

TEACHER APPRECIATION

The Home and School Association thanks the teachers several times during the year, such as on birthdays and on Teacher Appreciation Day in the spring. Parents bring a special treat to the teacher from the students in the class. At the end of the year there is often a special appreciation for the services of teachers who may be leaving, and honoring the individual chosen as the Teacher of the Year.

CAMPUS PUBLICATIONS

K-12 NEWSLETTER

The newsletter is periodically sent home with students, found on the MGA Website (mgak-12.org), and may be mailed. It contains messages from the Principal, announcements, the latest information on activities, and calendar changes.

THE BRIDGE

The Home and School newsletter is The Bridge. This newsletter is periodically published by the Home and School.

9-12 PERIODIC NEWSPAPER

The Cardinal is published by the high school journalism class. Included in this paper are concerns of the students, comedy, calendar items, sports coverage, and current issues.

9-12 YEARBOOK

Reflections is the annual published by students in the yearbook class. It is a memory book of the year's activities for the high school. It is partially funded by monies raised from sponsors who advertise their businesses and families who want to congratulate their students.

9-12 VIDEO YEARBOOK

MGTV is a video yearbook produced by the students in the Video Design Class. It highlights the current year's high school events.

MGA WEBSITE

The MGA website is found at www.mesagrandeacademy.org or www.mgak-12.org. This website contains information and resources for students, parents and teachers. This includes campus life, lunch schedules, teacher's syllabi, outstanding student accomplishments, and other information. It also contains links to student grades, attendance, wardrobe and www.follett.com. In addition, www.edline.net can be used to access grades and attendance.

9-12 WEB DESIGN WEBSITE

Students in the Web Design class create, design and produce the Mesa Grande Academy Student Web page. The website contains examples of student work in designing web pages, as well as pictures of campus life and student accomplishments. It is found at www.bigtableacademy.com or as a link from www.mgak-12.org

STUDENT LIFE ORGANIZATIONS

STUDENT ASSOCIATION (SA)

The academy encourages an active Student Association (SA) to develop a sense of responsibility as well as qualities of leadership, good citizenship, and self-government. It is the responsibility of the SA officers to plan and conduct certain student activities for the Academy. Each student is a member of the SA. Officers are elected each semester according to the SA constitution:

- | | | |
|-----------------------|-------------------------|----------------------------|
| ❖ President | ❖ Social Vice President | ❖ Religious Vice President |
| ❖ Secretary | ❖ Treasurer | ❖ Sports Director |
| ❖ Promotions Director | ❖ Parliamentarian | ❖ Senate President |

CLASS OFFICERS

Students have an opportunity to be involved in the planning of their class activities by running for a class office. A student must be in regular class standing to hold a class office. Elections are held to select these offices each year:

- | | | |
|----------------|---------------|-------------------|
| ❖ President | ❖ Social Vice | ❖ Religious Vice |
| ❖ Secretary | ❖ Treasurer | ❖ Parliamentarian |
| ❖ Senators (2) | ❖ Historian | |

STUDENT SENATE

The Student Senate consists of eight senators (two from each academy grade), the four class presidents and the officers of the SA. It handles the business of the Student Association which includes calling for a committee that investigates any Association or school circumstances that require legislative action. The chair of the Student Senate is elected by the members of the Student Association.

GENERAL REQUIREMENTS FOR STUDENT OFFICERS

Eligibility to run for and hold student office is based on the grades / attendance from the previous grading period and cumulative GPA. A GPA of 2.5 is required for all major officers and a minimum GPA of 2.0 is required for all minor officers. In addition, students may not have had an F and /or more than 2 D's at the grading period prior to elections and must have satisfactory attendance. The student officer will be expected to maintain the minimum GPA / attendance requirements* during his/her entire term of office.

Positions considered major offices are:

1. Class Presidents, Junior Class and Senior Class Social Vice-Presidents, and Junior Class and Senior Class Religious Vice-President.
4. Student Association President.
5. *The Cardinal* Editor (School Newspaper).
6. *Reflections* Editor (Yearbook).
7. Student Association Religious and Social Vice-President.
8. Student Senate President

The following general rules apply to students seeking organization offices:

1. In order to be eligible for major offices, students must have attended MGA for the previous semester.
2. Student leaders may not hold two offices at the same time (rarely, an exception may be made where (1) a clear need can be established with rationale; (2) the exception is approved and recommended by the faculty to the Student Senate; and (3) the exception is ratified by the Student Senate).
3. Eligibility for any student office requires citizenship clearance from the Faculty. Student officers will be expected to support and demonstrate by practice in their own lives all school principles.
4. Eligibility for any student office requires satisfactory attendance.

An officer may be removed from office for reasons defined in the SA Constitution which include:

1. Failure to carry out the duties of the office.
2. Failure to maintain academic eligibility*.
3. Conduct detrimental to the general welfare of the school as determined by the faculty.

**If at the end of any grading period a student has an F or more than 2 D's, unsatisfactory attendance, or a GPA below 2.0 GPA for a minor office or 2.5 GPA for a major office (for that grading period), the officer will be placed on probation, yet may serve as an officer. If there is no improvement by the end of the next grading period the student will be suspended from office and may not serve as an officer during the suspension. If at the end of the next grading period no further improvement has been made, the student will become ineligible to hold office and may be replaced.*

NATIONAL HONOR SOCIETY

Students who have a cumulative GPA of 3.7 will be considered for membership in the National Honor Society. They must also meet the Leadership B criteria (see National Honor Society Sponsors). Students will receive a membership card and pin and will be inducted during the first quarter of the school year. (GPA's will not be rounded. They are computer generated to the thousandth's place.)

OUTDOOR CLUBS

When sponsors are available, a variety of Outdoor Clubs may be created to provide exciting adventures in hiking, backpacking, camping, water skiing, rafting, caving, and snow skiing. However, these activities may be organized with the youth groups of the local churches.

CHRISTIAN YOUTH BUILDERS (CYB)

CYB is an organization dedicated to providing local and international outreach opportunities for students. As the name implies, a major emphasis is construction. Churches, school buildings, community centers and youth camp facilities have been constructed by CYB in places such as Mexico, the Dominican Republic, the Marshall Islands and Bulgaria. Every student has the opportunity to participate in CYB projects.

TRIPS/TOURS

Many classes or groups include trips and tours to various locations in their curriculum. For example: Eastern States History Tour, Drama Tour, Choir Tour, Band Tour, Biology Trip, and Spanish II Class Trip.

ALTERNATE EDUCATION DAYS

Alternate education classes may be offered to those students who remain at school during a major tour such as the Choir/Drama/Band Trip. Attendance is required at these special educational activities. Examples of these activities in the past included the study of art classic, modern, eco-art, and urban art, study of the natural history of the local mountains, watercolor workshop, and wood working and construction.

ADMISSION POLICIES

Mesa Grande Academy was established and is maintained for the express purpose of providing a Christian environment for the education of the young people of the Seventh-day Adventist Church. The school has an open admission policy for students who are willing to accept and abide by the standards and rules of the school. Admission is granted without regard to race, color, ethnic or national origin. Denominational affiliation is not as important as the willingness to cooperate in maintaining discipline and Christian deportment. Admission to Mesa Grande Academy is a privilege, not a right. Applicants are evaluated on the basis of (1) Christian faith and lifestyle, (2) character, and (3) academics and qualifications.

A student will not be admitted to school until all six conditions below are met and there has been acceptance by the admissions committee. Mesa Grande 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.

APPLICATION PROCEDURES

Submit the following documents or information to the school office:

1. Student application.
2. Standardized Scholastic test results (STAR, ITBS, ITED, etc.)
3. Three recommendations on the forms supplied. Recommendations must include two from the student's previous school such as a teacher or principal. Please do not submit recommendations from relatives of the student.
4. Most current grade report (entering 9th grade) or complete transcript (entering 10-12).
5. The name, address and phone number of the last school attended.
6. Discuss financial clearance with the MGA Business Office staff.

The Admission Committee or Administrative Council will act on the application after considering the following items:

1. Is Mesa Grande Academy able to offer an adequate program to ensure progress and development for the applicant?
2. After study of the applicant's records, does it appear that the student's behavior and deportment is compatible with the goals of Mesa Grande Academy?

Other procedures may apply to students enrolling on I-20 status.

REGISTRATION

All students must complete registration and obtain financial clearance before being admitted to class. Upon completion of the application procedure, the Admissions Committee will consider the application. When acceptance is granted, a letter of acceptance will be issued along with registration instructions. Returning students will receive registration instructions in response to having pre-registered.

Student registration will take place prior to the beginning of the school year. Anyone that has not pre-registered and is unable to register on Registration Day should contact the

School Office as soon as possible. Students should plan to attend classes on the first day of each semester.

STUDENT LIFE STYLE COMMITMENT PLEDGE

It is understood that every student who applies for admission to Mesa Grande Academy pledges to willingly observe the school regulations on and off campus and to uphold the Christian principles upon which the school operates. The student also pledges to perform, according to their ability, all assigned duties in connection with the school. All students will be asked to sign a Life Style Commitment Pledge (see Student Citizenship section) on Registration Day, or on the first day of school.

PHYSICAL EXAMINATIONS

Physical exams are required for all new students to Mesa Grande Academy and all students entering the eleventh grade. Forms are provided by the school. All students must provide evidence of having received the complete series of immunization with booster shots for polio, mumps, measles, rubella, Hepatitis B, pertussis, TDAP and DPT.

ACADEMIC PROGRAM

GRADUATION REQUIREMENTS

BASIC REQUIREMENTS

A Mesa Grande Academy diploma is granted to the student whose scholastic records are satisfactory and who has successfully completed the following subject requirements:

1. Has been in attendance for the final semester of the school year immediately prior to graduation.
2. Has demonstrated 9th grade competency in the areas of reading, mathematics, and language.
3. Has completed in a satisfactory manner the course requirements for the diploma issued.

COLLEGE-PREPARATORY DIPLOMA REQUIREMENTS - 280 Semester Periods

This diploma is designed to encourage students to take all the courses recommended for college. Students must have at least a 2.5 GPA and achieve at least a 10th grade proficiency in all sections of the ITED Test to receive a *College-prep Diploma*.

<u>Religion</u>	40 semester periods (10 per each year in attendance at an SDA secondary school)
<u>English</u>	40 semester periods
<u>Laboratory Science</u>	40 semester periods (Physical Science, Biology, Chemistry and Physics or Biology II are required)
<u>Mathematics</u>	30 semester periods (Algebra I, II and Geometry are required, Pre-Calculus recommended)
<u>Social Studies</u>	30 semester periods (World History, U.S. History, U.S. Government, Economics are required)
<u>Modern Language</u>	20 semester periods
<u>Life Skills/Technology/ Business Accounting</u>	10 semester periods
<u>Health</u>	5 semester periods
<u>Fine Arts</u>	20 semester periods
<u>Physical Education</u>	20 semester periods in six of eight semesters; 30 semester periods beginning with 2007 graduates
<u>Typing/Keyboarding</u>	5 semester periods or pass a competency exam
<u>Computer Literacy</u>	5 semester periods or pass a competency exam
<u>Work Exp./Career Ed.</u>	10 semester periods (5 Semester Periods Career Education)
<u>Service Learning / Community Service</u>	25 Clock hours for each year in attendance at MGA
<u>Electives</u>	Minimum 25 semester periods of elective credit

A maximum of 30 semester periods in Work Experience/Career Education and Fine Arts will be accepted toward minimum requirements for graduation.

STANDARD DIPLOMA REQUIREMENTS - 240 Semester Periods

This diploma is designed for students who choose not to take all the recommended courses for the *College-prep Diploma*. The standard diploma differs from the college-prep diploma in the following areas:

<u>Science</u>	20 semester periods (10 semester periods of Biology & 10 semester periods of Physical Science)
<u>Mathematics</u>	20 semester periods plus competency of 9.0 grade equivalency.
<u>Modern Language</u>	None required
<u>Fine Arts</u>	5 semester periods
<u>Electives</u>	Minimum 25 semester periods of elective credit

BASIC DIPLOMA

This diploma is for students who have documented learning difficulties and petition for a variance from the *Standard Diploma*. If the petition is accepted, the student must meet the Pacific Union Conference minimum number of units required for graduation. Course work may be modified depending on need and this will be indicated on transcripts.

CERTIFICATE OF ATTENDANCE

When a student is unable to achieve acceptable levels of academic performance, yet the parent wishes for their student to be enrolled at Mesa Grande Academy, a student may be placed on a track to receive a Certificate of Attendance. For more information, see Administration.

SUGGESTED COLLEGE PREP CURRICULUM

<u>NINTH GRADE</u>	<u>SP</u>	<u>TENTH GRADE</u>	<u>SP</u>
Religious Studies	10	Religious Studies	10
Physical Science	10	Biology I	10
English I	10	English II	10
Mathematics	10	Mathematics	10
Keyboarding / Computer Applications	10	World History	10
Lifeskills/Technology	10	Health/Career Education	10
Physical Education	10	Physical Education	10
		Fine Arts/Applied Arts Elective	5-10
	Total 70		Total 75
<u>ELEVENTH GRADE</u>	<u>SP</u>	<u>TWELFTH GRADE</u>	<u>SP</u>
Religious Studies	10	Religious Studies	10
Science Elective (Chemistry)	10	Science Elective (Physics, Bio II)	10
English III (American Literature)	10	English IV (British Literature)	10
Mathematics Elective (Algebra II)	10	Mathematics Elective (Pre-Calculus)	10
U.S. History	10	Government/Economics	10
Modern Language Elective (Spanish I)	10	Modern Language Elective (Spanish II)	10
Physical Education	5-10	Physical Education	5
Fine Arts/Applied Arts Elective	5-10	Fine Arts/Applied Arts Elective	5-10
	Total 75		Total 70

FOUR YEAR ATTENDANCE

Each student is expected to spend the full four years in high school. Attending summer school or carrying more than a normal load during the regular school year should be regarded as an enrichment of the student's education rather than as an accelerated program.

ACCELERATED STUDY

Mature or exceptional students may under certain conditions complete the requirements for graduation in less than four years with faculty and Academic Standards Committee approval. (See Pacific Union Education Code, Advanced Placement Policy).

1. The student must have a cumulative 3.5 GPA.
2. The student must have a composite score at the 85th percentile on the Pacific Union Conference-adopted standardized achievement tests.
3. The student meets all graduation requirements.
4. The student maintains satisfactory attendance.
5. The student's parent must submit the request form, to the principal, no later than the end of the first semester of the sophomore year. (Forms are available in the office).
6. The request and projected courses must have the voted recommendation of the Academic Standards Committee and be approved by the faculty.

SENIOR TRANSFER STUDENTS

A senior transfer student must be in attendance at Mesa Grande Academy for the complete second semester of his senior year before a diploma will be issued by the school. The student must also be enrolled in a minimum of 5 classes (generally 25 semester periods) at Mesa Grande Academy and must meet the current requirements for the graduating class. A fee will be charged for any required classes needed to graduate that must be taken outside the regularly scheduled class time.

GRADUATION PARTICIPATION POLICY

Students will not be allowed to participate in graduation events if they have (1) more than one F or Incomplete in any class required for the standard diploma (determined at the end of the 3rd quarter of the senior year), (2) if they have a deficiency in work experience hours, or in community service hours, (3) if they are deficient in units required for the standard diploma (determined at the end of the 3rd quarter of the senior year), or (4) their Senior photograph has not been submitted for the yearbook by the end of the 3rd quarter. Students with only one F, Incomplete, or deficiency will be allowed to participate in graduation exercises. The graduation program may designate the diploma or certificate being received by each student.

ACADEMIC HONORS

Students who have a cumulative academy GPA of 3.5 - 3.74 for seven semesters will graduate with Honors. Students with a cumulative GPA of 3.75 - 4.0 will graduate with High Honors. GPA calculations will include a maximum of 30 units of PE/Varsity and a maximum of 20 units of Fine Arts. Academic medallions are awarded to students with a minimum GPA of 3.5. This is based on the weighted grade point average of 1st semester and 3rd quarter grades of the current year.

COURSE DESCRIPTIONS

Career Education

CAREER EDUCATION - A course that gives students a practical look at professional careers. They are given first-hand information concerning needed education, required skills, benefits, disadvantages, and potential salary for various careers.

❖One Semester, 5 Semester Periods

Computers

COMPUTER APPLICATIONS - A course designed to give the student a basic understanding of software used for databases, spreadsheets, word processing, elementary desk-top publishing, and Web design. Keyboarding will be an integral part of the skills acquired/developed in this class. (Prerequisite: Basic keyboarding skills.)

❖Two Semesters, 10 Semester Periods

KEYBOARDING - A basic course in computer keyboard skills. This requirement may be waived by passing a competency exam which includes a minimum speed of 50 words per minute. This course is also taught as a component of Computer Applications.

❖5 Semester Periods or Waiver Test

ADVANCED COMPUTERS - (Arranged) Desk-top publishing, spreadsheets, databases, and advanced word processing skills. (Prerequisite: Computer Applications / Keyboarding competency.)

❖5 Semester Periods per Semester

Fine Arts

ART TECHNIQUES AND APPRECIATION - This class provides students an understanding and practice of various art techniques, including drawing and painting. In addition, students will gain an understanding of and appreciation for art and its impact on the world, by study of art history, significant periods of art development, and historical techniques as they relate to current techniques.

❖Two Semesters, 10 Semester Periods

BELL CHOIR - Tintinnabulation is a 13-24 member bell choir who rings English handbells. Performing at churches and festivals, this groups plays a variety of sacred and secular repertoire in solo, quartet, sextet, and large group combinations. The Choir, Tintinnabulation and Drama take a tour each year. Since this is a performance class, the tour is a requirement.

❖Two Semesters, 10 Semester Periods

CHORALE - The Chorale is a touring choir of 24 members which sings sacred and secular music from all music style periods in four to eight part harmony. This class includes study of music history, elements of music theory, and historical and contemporary voice techniques. Membership in this group is determined through an individual audition. Music reading skills and a strong commitment to the group are necessary. This group performs at churches, festivals, service organizations, and at school. Choir must be taken concurrently. ❖Two Semesters, 4 Semester Periods

CHOIR - This class is designed to as a basic vocal music class. Membership is determined through a short individual audition. Music reading skills are desired but not mandatory for membership in the class. Students will develop vocal skills as well as music reading skills. Performance venues include the school and area churches. The Choir, Handbells and Drama take a tour each year. Since this a performance class, the tour is a requirement. ❖Two Semesters, 6 Semester Periods

DRAMA - A course designed to teach students the elements of theater and acting, as well as communicating Christ through the medium of drama. Students learn the essentials of public speaking and performance, and comfortable in public settings. Emphasis is placed on understanding the elements of drama followed by performance subjected to peer and instructor evaluation and feedback Students will also perform short sketches that impart Christian values. Students perform for churches, school assemblies, and other groups. ❖Two Semesters, 10 Semester Periods

JOURNALISM - This class produces the school paper. The course is designed to introduce students to desktop publishing, photography, computer generated graphic design, and news, feature, and editorial writing. May be used as Language Arts or Fine Arts Credit. ❖Two Semesters, 10 Semester Periods

MUSIC APPRECIATION - This class may be offered to fulfill the graduation requirement in the area of Fine Arts for students who choose not to take a performance class. Its purpose is to foster an understanding and appreciation of the different styles and periods of music from the Medieval Period through the Twentieth Century. The course is designed as a study of the great composers and their music. ❖Two Semesters, 10 Semester Periods

MUSIC LESSONS - Music lessons are available for instruments, voice, piano, and guitar. The student is taught at his/her own level and progress is determined by ability and practice participation. Students take one weekly 30 minute lesson and practice a minimum of 30 minutes five times per week. ❖One Semester, 2.5 Semester Periods

DIGITAL DESIGN / VIDEO YEARBOOK - Students will study the concepts of digital video recording, techniques for manipulation and enhancement of recorded digital video, and production techniques. The student will produce a video yearbook for the student body highlighting events of the school year. Prerequisite: access to a digital camcorder. Instructor's approval required. ❖Two Semesters, 2.5 Semester Periods

WEB DESIGN - The students will study the processes and techniques for creating quality website's. Students will develop and publish changes to the school's website in conjunction with the webmaster. Instructor's approval required. ❖Two Semesters, 2.5 Semester Periods

YEARBOOK - The students will produce two printed yearbooks for the student body - one for K-8 and one for 9-12. Students will learn a variety of graphics software and publishing skills. Instructor's approval required. ❖Two Semesters, 10 Semester Periods

Language Arts

ENGLISH 9 - A ninth grade curriculum designed to assist students in improving their language skills in vocabulary, basic grammar, reading, comprehension, and creative and expository writing. A major part of the program is an introduction to literary classics. ❖Two Semesters, 10 Semester Periods

ENGLISH 10 - The tenth grade course places emphasis on narrative, descriptive and expository writing, grammar, and vocabulary. Classical literary works are assigned as outside reading. ❖Two Semesters, 10 Semester Periods

ENGLISH 11 - The central focus of this course is American Literature. Students read and discuss literature from colonial times to the present. Composition instruction and practice center on expository and persuasive modes. In addition to the textbook there is assigned outside reading of literary classics. There is special emphasis on preparing for college writing. ❖Two Semesters, 10 Semester Periods

ENGLISH 12 - A senior-level course aimed to develop understanding and appreciation of British literature from the Anglo- Saxon period to the present. Instruction and practice in composition focuses mainly, but not absolutely, on expository and narrative modes. There is special emphasis on preparing for college writing. ❖Two Semesters, 10 Semester Periods

JOURNALISM - This class produces a school paper, articles for public newspapers, church newsletters and bulletins, church magazines such as "Insight" and "Guide, and promotional items for our school. The course is designed to introduce students to desktop publishing, photography, computer generated graphic design, and news, feature, and editorial writing. ❖Two Semesters, 10 Semester Periods

Life Skills

Life Skills credits can also be earned by taking Technology or Advanced Computer courses.

LIFE SKILLS - This class is designed to give the student basic skills in everyday life. Field trips may be offered. ❖Two Semesters, 10 Semester Periods

Life Skills Module - Understanding personality, child care, clothing, sewing/mending, manners, and relationships (family/friends).

Professional Module - Elements of professional skills including speech, study skills, organization, and leadership are explored.

Technology Module - An introduction to basic skills and processes of woodworking, electrical, construction, and machinery.

BUSINESS ACCOUNTING - A course designed to look at the fundamentals of proper accounting for sole proprietorships, partnerships, and corporations. Students will learn real-life applications that will be valuable for future studies and future business endeavors.
❖Two Semesters, 5 Semester Periods

Mathematics

PRE-ALGEBRA - The student will study the topics necessary to prepare for Algebra I.
❖Two Semesters, 10 Semester Periods

ALGEBRA I - Study of algebraic computation with integers, polynomials, factors, graphs, square roots, linear equations, and quadratic equations. (Prerequisite: Pre-Algebra, 9th grade level minimum on Test of Achievement and Proficiency, or acceptable level on the Algebra Readiness Test.)
❖Two Semesters, 10 Semester Periods

GEOMETRY - The student will study points, lines, planes, plane figures, solid figures, construction, proofs and transformations through definitions, postulates, theorems, properties, and formulas. (Prerequisite: None) ❖Two Semesters, 10 Semester Periods

ALGEBRA II/TRIGONOMETRY - Topics include linear and quadratic equations, rational expressions, irrational and complex numbers, and analytic geometry. Exponential, logarithmic, and trigonometric functions are also studied. (Prerequisite: Algebra I with a C or better, and acceptable level on Algebra II Readiness Test.)
❖Two Semesters, 10 Semester Periods

PRACTICAL MATH - An overview of the fundamental areas of mathematics, including arithmetic and an introduction to both basic algebra and geometry skills. Use of real life scenarios is an important part of this class. Designed to fulfill the requirement for a second year of math for those seeking the standard diploma.
❖Two Semesters, 10 Semester Periods

PRE-CALCULUS - The student will study topics to prepare for College Calculus.
❖Two Semesters, 10 Semester Periods

Modern Languages

SPANISH I - An introductory, proficiency-oriented course emphasizing the understanding and the speaking of Spanish with a general ability in Spanish grammar. A field trip may be offered as part of the curriculum.
❖Two Semesters, 10 Semester Periods

SPANISH II - An intermediate, proficiency-oriented course with advanced concentration of the language tenses. Emphasis is placed on composition, reading proficiency, and conversational Spanish. The culture and history of Spanish speaking countries is reviewed. A required Spanish trip may be offered along with other field trips.
❖Two Semesters, 10 Semester Periods

FRENCH I - An introductory, proficiency-oriented course emphasizing the understanding and the speaking of French with structured study of French grammar.
❖Two Semesters, 10 Semester Periods

FRENCH II - An intermediate, proficiency-oriented course with advanced concentration of the language tenses. Emphasis is placed on composition, reading proficiency, and conversational French. The culture and history of French speaking countries is reviewed. A French trip may be offered. ❖Two Semesters, 10 Semester Periods

Physical Education

PHYSICAL EDUCATION - Classes are structured with the goal of developing skills in a variety of sporting activities, promoting health and physical fitness, and encouraging teamwork. Activities may include: individual sports and fitness activities, basketball, softball, volleyball, flagball, badminton, soccer, floor hockey, weight training and fitness. Students are required to wear physical education uniforms.

❖1 Semester, PE 2 days/week - 2.5 Semester Periods

❖1 Semester, PE 4 days/week - 5 Semester Periods

HEALTH - A one-semester course designed to develop an understanding of the relationship between one's daily decisions and their health.

❖One Semester, 5 Semester Periods

ATHLETIC VARSITY PHYSICAL EDUCATION CLASS - Study and practice of the rules, physical movement, team strategies, officiating, and techniques for a particular athletic varsity sport. Includes volleyball, basketball, girls' softball, boys' baseball, cross-country, and golf. Students must meet the Athletic Policy requirements.

❖One Semester, 2.5 Semester Periods

ATHLETIC VARSITY SPORT CLASS - Athletic Varsity Sport class involves games and cooperative team instruction and practice. Students must take Athletic Varsity PE class in order to take an Athletic Varsity Sport class. Students must meet the Athletic Policy requirements.

❖One Semester, 2.5 Semester Periods

Religious Studies

RELIGION 9 - The testimony of the Book of Genesis concerning God as Creator and his relationship to man. The life and teachings of Jesus as presented in the Gospels.

❖Two Semesters, 10 Semester Periods

RELIGION 10 - The relationship of God with people as particularly demonstrated in the books of Exodus and Acts, and the early history of the Adventist Church. Throughout the course, consideration is given to youth problems and their spiritual solutions.

❖Two Semesters, 10 Semester Periods

RELIGION 11 - The study of Bible prophecy and the individual process of salvation. Emphasis is placed on the Book of Romans and the Book of Revelation, and how they apply to our personal lives.

❖Two Semesters, 10 Semester Periods

RELIGION 12 - For Senior Religion the students will explore the contrast of world religions to Christianity. Second semester emphasis is on the development of a personal philosophy of life, career choice, interpersonal relationships, marriage and ethical living.

❖Two Semesters, 10 Semester Periods

PEER COUNSELING - In peer counseling a select group of students from each grade act as advisers for their peers. The class usually meets once a week to develop interpersonal relationship skills. ❖1 Semester Period per Semester

Science

PHYSICAL SCIENCE - An introductory laboratory course designed to introduce the physical branches of science: chemistry and physics. Conceptual understanding is emphasized in developing a core of knowledge that will enable students to successfully take high school chemistry and physics. Emphasis is placed on application and association of concepts with real life situations. (No prerequisites)

❖Two Semesters, 10 Semester Periods

BIOLOGY I - An comprehensive introductory course in the biological sciences that utilizes laboratory experimentation and scientific inquiry in studying the nature of life and the function of living organisms. Emphasis is placed on association of concepts with life examples. Course content includes introduction to and study of biochemistry, molecular biology, origins, and form and function of all kingdoms of living organisms. Laboratory time is required. Creation and evolution philosophies and evidence are compared. Lab time is a course requirement. (Prerequisite/Co-Requisite: Algebra 1)

❖Two Semesters, 10 Semester Periods

CHEMISTRY - A comprehensive introduction to the concepts of chemistry that will be the basis for future studies on the collegiate level. This course utilizes laboratory experimentation and scientific inquiry in the study of chemical processes. This course explores chemistry as it relates to real-world processes. Concepts covered include the nature of matter, atomic structure, classification of the elements, the mole concept, energy changes, and stoichiometry. Laboratory time is required. The discovery method of learning is emphasized. (Prerequisite: Algebra I, Algebra II recommended / may be taken concurrently with Chemistry)

❖Two Semesters, 10 Semester Periods

PHYSICS - A conceptual and mathematical approach to the study of physics designed to develop a practical understanding of the physical laws that govern motion, force, heat, light, sound, and electricity. Classes are structured on a demonstration / participation / discussion / lecture format. Lab experience is a course requirement and is provided during class as well as in the scheduled lab. (Prerequisite: Algebra I, Geometry, Algebra II recommended)

❖Two Semesters, 10 Semester Periods

BIOLOGY II - An advanced course in the biological sciences that uses laboratory experimentation and scientific inquiry to delve more deeply into the nature of life and the functions of living things. This class consists of a semester of Anatomy and Physiology and a semester of either Animal Behavior, Ecology/Environmental Science, or Marine Biology (depending on the course offered - See course descriptions below). Biology II is an advanced course for students who are planning on a career in a science or healthcare related field. The course consists of lectures, laboratory work, field trips, and self-directed study. (Prerequisite: Biology; Chemistry strongly recommended)

❖Two Semesters, 10 Semester Periods

Biology II: Animal Behavior - A study of the behavior of animals, both invertebrates and vertebrates, and their relationship to man. Learning processes of animals are explored and non-invasive behavioral experiments are conducted using a variety of animals. Introduction to the science of psychology is included. Field trips to test your knowledge of animal behavior are a highlight of this course.

❖One Semester, 5 Semester Periods

Biology II: Marine Biology - A study of the vertebrates and invertebrates that inhabit the most diverse habitat of the world. Marine ecology and the interaction of humans with the marine environment are studied. Field trips to the ocean tide pools and a trip to Sea World to test your knowledge of the marine world are highlights of this course.

❖One Semester, 5 Semester Periods

Biology II: Ecology - A study of the environment and the interactions among and between the flora and fauna. Emphasis is placed on Southern California ecological relationships. Local mountain ecology and the interaction of humans with the desert and mountain environments are studied. Field study trips to the local mountains and deserts are an important component of this class.

❖One Semester, 5 Semester Periods

Biology II: Anatomy and Physiology - A study of human anatomy and physiology. The functions of the human body systems are studied, with emphasis on the relationships between those systems. A visit to a human cadaver lab to test your knowledge of human anatomy completes the course.

❖One Semester, 5 Semester Periods

SCIENCE ELECTIVES (Arranged) - The science department offers research study opportunities for those students who wish to enhance learning in any of the sciences. Research projects are assigned and guidance given. These projects can earn one to three units. (An additional fee may be charged for this elective)

❖One Semester, 1-3 Semester Periods

Social Studies

U.S. HISTORY - A junior course designed to trace the development of the United States from the early discovery of North America to the present day. Emphasis is placed on democratic development, geography, current events as related to the past, and America in Biblical prophecy.

❖Two Semesters, 10 Semester Periods

U.S. GOVERNMENT - A senior course study of the three-branch structure of government, the Constitution, and the privileges and responsibilities of the American citizen.

❖One Semester, 5 Semester Periods

WORLD HISTORY - A course designed to survey the world's history from earliest times to the present, emphasizing the diverse backgrounds of current cultures, nations, and problems. Emphasis is placed on the changing geography of the world.

❖Two Semesters, 10 Semester Periods

ECONOMICS - A study of basic economic principles, as illustrated in emphasizing the general development and implementation of recognized theories of macro-economics. The course outline includes a limited review of selected topics of importance concerning micro and consumer economics, and also an analysis of comparative economic systems.

❖One Semester, 5 Semester Periods

Study Skills

STUDY SKILLS - A introduction to basic school survival skills. Emphasis will be placed on improving organizational and study skills and work habits. Students will be shown different and better ways to take notes in class and remember the contents of class lectures. Student will be shown effective strategies when reading textbooks or reference materials. Students will be shown how to determine what type of a learner they are, what strengths they have, and how best to approach their own individual learning. Students will be shown how to become successful in each individual course and in school as a whole. Reading skill development is emphasized.

❖One Semester, 1 Semester Period

Technology Education

Life Skills/Technology credits can also be earned by taking Home Economics, Business Accounting, or an advanced computer course.

TECHNOLOGY SYSTEMS / LIFE SKILLS TECHNOLOGY MODULE - An introductory technology course recommended for freshmen. The course covers the four basic areas of technological activity: Communication, Transportation, Construction, and Manufacturing. There is also treatment of how people use technology, why technology systems work the way they do, and how technology affects both people and our planet. Students gain laboratory experience in problem solving and construction. Life Skills Technology module consists of a subset of this curriculum.

❖Two Semesters, 10 Semester Periods

ARCHITECTURE (arranged) - An introductory course in the basic concepts of architecture. Emphasis is placed on the understanding and use of architecture equipment, house styles, construction methods, room planning and development, and floor plans and details. (Prerequisite: Technology Systems or Life Skills Technology module ; An additional fee may be charged for this elective)

❖Two Semesters, 10 Semester Periods

ADVANCED ARCHITECTURE (arranged) - Utilities and model building, and detailed preparation of complete house plans. (Prerequisite: Technology Systems or Life Skills Technology Module, Architecture; An additional fee may be charged for this elective)

❖Two Semesters, 10 Semester Periods

AUTOMOTIVE TECHNOLOGY - An introductory course in automotive technology. Instruction will be given on the operation, maintenance, and repair of the automobile. Emphasis is placed on careers, basic hand tools, use of service manuals, and vehicle maintenance. Class activity includes work on vehicles. The Technology Department operates an automotive service lab that is open to the community.

❖Two Semesters, 10 Semester Periods

ADVANCED AUTOMOTIVE TECHNOLOGY - (Arranged) - An advanced automotive technology course that includes engine rebuilding. Students work in a senior relationship with the Automotive Technology students. (Prerequisite: Technology Systems or Life Skills Technology Module, Automotive Technology)

❖ Two Semesters, 10 Semester Periods

WOODWORKING TECHNOLOGY - An introductory course in woodworking. The instruction covers recognition of various furniture types and styles, selection and identification of woods, construction methods, and furniture finishing. Other wood working uses are explored. Safety procedures in laboratory construction projects are given priority. (Prerequisite: Technology Systems or Life Skills Technology Module; An additional fee may be charged for this elective.)

❖ Two Semesters, 10 Semester Periods

ADVANCED WOODWORKING TECHNOLOGY (arranged) - An advanced course in furniture construction giving the student an opportunity to enhance his/her construction skills. (Prerequisite: Furniture Construction; An additional fee may be charged for this elective)

❖ Two Semesters, 10 Semester Periods

PROJECTS (arranged) - Projects in any of the technology area may be accepted. These are arranged with the instructor. Grades and credit will be based upon the nature of the project and satisfactory completion. (Prerequisite: Technology Systems or Life Skills Technology Module; An additional fee may be charged for this elective).

❖ Two Semesters, 10 Semester Periods

Work Experience/Service Learning

COMMUNITY SERVICE LEARNING - The Community Service Learning requirement allows students to obtain first-hand experiences in serving one's community in ways that go beyond the normal responsibilities of church and home. The yearly minimum of 25 clock hours per year of attendance at MGA can be satisfied through many different volunteer activities. Students may find activities through their school, church or community service organizations. Students should select activities that may be of interest to them, their church or their local community.

❖ 25 clock hours per year at MGA

WORK EXPERIENCE - The Work Experience education program allows students to obtain first-hand information about occupations in which they may (or may not) be interested. The jobs in which they obtain credit can be either paid or unpaid. Experience in the world of work assists students in their career development as they seek to become productive and responsible individuals.

❖ 20 clock hours = 1 Semester Periods

❖ 5 semester Periods (100 hours) Required for Graduation

ACADEMIC POLICIES

ACADEMIC ASSISTANCE POLICY

Because Mesa Grande Academy is committed to assisting every student's development toward full academic potential, the Academic Assistance Policy (AAP) has been designed to motivate and monitor academically at-risk students. In addition to the regular teacher-parent contact, Mesa Grande Academy students and their parents will be notified of the Academic Assistance Policy provisions if the following conditions occur:

1. The student receives 1 F and/or more than 2 D's on any progress report - mid-term, quarter or semester.
2. The student is not achieving his/her academic potential and their parent or guardian request that they be placed under the AAP.

The provisions of the Academic Assistance Policy are:

1. The student and parent/guardian will receive written communication that the student is in need of academic assistance from the school and home. Verbal communication may also be given. We will include, where possible, a schedule of times when teachers may be available for additional help. It will be the student's and their parent's/guardian's responsibility to call for appointments with teachers and take advantage of available help outside the normal class periods. Student tutors may be available as well.
2. Students placed on Academic Assistance may be asked to join a required monitored AAP study hall. The purpose of this study hall will be to place the student in a supervised environment where they are required to study for classes in which they are enrolled.
3. At the discretion of administration, the parent/guardian and student may be asked to participate in a Student Study Team (SST) meeting for the student. The purpose of this meeting will be to establish a plan of academic action that will improve the student's academic performance.
4. At the discretion of administration, the parent/guardian may be offered a follow-up SST Meeting with the principal or high school coordinator and selected teachers once each quarter.
5. Parents may be required to provide funds for additional tutoring help if the student wishes to remain at MGA.

Students may take advantage of these services for as long as desired, however, parents will receive notification when their student is no longer under this policy.

ACADEMIC PROGRAM POLICIES

CLASS STANDING

Every student will be classified in one of the four classes:

Freshman	First year academy student
Sophomore	Academy student who has completed 60 semester periods
Junior	Academy student who has completed 120 semester periods
Senior	Academy student who has completed a minimum of 180 semester periods. Must be eligible for graduation at the end of the school year and be enrolled in a minimum of 5 classes (generally 25 semester periods) each semester.

CLASS LOAD

All regular students must register for a minimum of 5 classes (generally 25 semester periods). Home school student requirements for individual classes will be arranged by the registrar.

STUDENT SCHEDULE CHANGES

A student may make changes in his or her class schedule upon consultation with the registrar and the teachers involved. To add or drop any class, a student must receive from the registrar, an add/drop slip to be signed by the student, parents, and teachers involved. The add/drop slip must be turned into the office with all necessary signatures before the change in registration is complete. Students must have submitted a completed add/drop slip **and** receive approval from the registrar before the student may cease attendance in the class, and/or before the student may attend a class that has been added.

CLASS ADDITION

Students will not be allowed to add a class to their schedule after the first two weeks of the beginning of a new semester unless written permission has been obtained from the class instructor.

CLASS WITHDRAWAL

A student may drop a class during the first two weeks of a semester without any record on the transcript. For classes dropped after the first two weeks of the semester and up to 2 days after grades are due for the first or third quarter, a student will receive a WP (Withdraw Passing) or WF (Withdraw Failing) on their transcript. A class may not be dropped at any other time. A class not dropped in the proper manner, is considered complete and credit is recorded as earned.

CHALLENGING A CLASS

Waiver of the required class is based on achieving the required competency level on the Pacific Union Conference proficiency test. A waiver of the requirement does not reduce the minimum 240 semester periods required for graduation. A \$35.00 recording fee will be charged.

TRANSFER OF CREDIT

Mesa Grande Academy reserves the right not to accept courses taken elsewhere as part of the 240 units needed for graduation. Transfer students will receive credit only after evaluation of their transcript. Letter grades will not be accepted unless the transcript is from an accredited school approved by the Pacific Union Education Department. If the transcript is for the sophomore or the junior year, students may not be eligible for Cal Grant or other aid when applying for college.

CORRESPONDENCE WORK AND/OR OUTSIDE CREDIT

Advance arrangements must be made with the school in order for students to receive credit for non-MGA classes (correspondence, online courses, summer school work, etc...). Students are not permitted to take non-MGA classes for a course which is offered for the Standard Diploma at MGA (**Exception:** A student who has failed a class at MGA may be allowed to retake a comparable non-MGA class). Non-MGA classes may be approved if there is a conflict for graduation or a special educational need has been identified. Transferred credit will be honored only for classes taken from an accredited institution.

Consideration will be given to students who will be juniors and seniors to take elective classes and correspondence work outside of MGA if they wish to **increase** the number of classes taken during highschool and they meet the additional criteria:

1. One must have satisfactory attendance in the current school year.
2. One must take a minimum of 6 classes (generally 60 semester periods) during the following school year (5 classes - generally 50 semester periods) minimum per semester if a senior not taking PE credits).
3. The transcript is on file in the registrar's office by the end of the third quarter.

CREDIT DEFICIENCIES

Students who have academic deficiencies due to changing schools or making less than passing grades may need to take summer school or correspondence courses in order to graduate with their original class. Failure to provide proof of compliance with summer requirements may result in denial of admission.

ACADEMIC PROGRESS REPORTS

Academic progress is recorded on a semester system. Each semester is divided into two periods of approximately nine weeks (quarters). The quarters are divided into 4 ½ week grading periods. At the end of each period an academic progress report showing student progress is sent to a parent(s) / guardian(s). Only semester grades are recorded on the official transcript. Parent/Teacher conferences are at the end of the first and third grading periods.

LATE WORK POLICY

Students will be allowed a minimum of one day per daily absence to make up missed work. At the teachers discretion additional time may be given. Planned absences must be pre-arranged: Students are to make arrangements as far in advance as possible with all teachers regarding class work that will be missed. **Exception:** Students who will miss classes due to varsity games or other school-related absences are required to obtain class work prior to the absence. Unless specifically granted by the teacher, there is no make-up time for school-related absences. Students must plan ahead for school-related absences.

INCOMPLETE

A student may receive an incomplete (INC) in a subject because of extended or excessive illness or other extraordinary circumstance. An incomplete is generally issued at the teacher's discretion. The work related to any quarter or semester incomplete must be completed within nine weeks. Incompletes not made up within the time limit will automatically turn to an F. Students with incompletes will be placed on the Academic Assistance Program until the incomplete is removed.

REPEATING A CLASS

A student is allowed to repeat a class in order to raise the grade earned for that subject. Although the previous grade will still appear on the transcript, the new and/or higher grade will also appear and will be the one used to calculate the student's GPA. A student who has failed a class at MGA may be allowed to retake a comparable non-MGA class (see Correspondence Work and/or Outside Credit above).

TRANSCRIPTS

Diplomas will be issued only when the student's account is paid in full. Three (3) transcripts will be issued to graduated seniors without charge (after the grades are recorded for the second semester); there will be a fee of \$5 for each additional transcript. A written request is required for the school to release a transcript.

I-20 STUDENTS

All I-20 student must be enrolled at Mesa Grande Academy for a minimum of two years in order to graduate. Tuition and fees must be paid in advance. Sixty units will be accepted per year from transcripts. Student must meet minimum requirements for SLEP and/or TOEFL tests, or they will be required to enroll in ESL classes to increase English proficiency. Students must be at a sophomore reading level to graduate. Additional English work experience requirements may be adjusted. Detailed requirements are available from Administration.

TESTING

A regular program of standardized testing is administered each year for all student's in grades 9-10. These tests are used to evaluate a students needs. The Iowa Test of Educational Development (ITED - A nationally-normed test of academic proficiency) is administered annually to evaluate the progress of individual students and the school as a whole. Juniors are expected to participate in the optional PSAT exam which MGA administers for an additional fee. Seniors are encouraged to participate in the optional college entrance exams, ACT and SAT. Information regarding the location, dates and fees for these exams can be obtained from the guidance counselor.

VIDEO USE POLICY

(Note: The term "Video" refers to all similar visual presentations such as videos, movies, DVD's etc.)

All videos shown in Mesa Grande Academy classrooms are to meet the following standards:

1. They shall be directly related to the curriculum and contribute to the academic program.
2. Lesson plans must identify the educational goals and instructional activities planned for use in conjunction with the video. These goals must be clearly communicated to the students.
3. Teachers are to include the Video Use Philosophy statement in their class syllabus. Elementary and Junior High teachers need to communicate this philosophy at Back-to-School night and/or in materials distributed to parents at the beginning of the school year.
4. Videos shall be shown only to age groups deemed appropriate by the Motion Picture Association of America (MPAA) ratings. Any video given a rating other than "G" by the MPAA shall be subject to the review and approval of the administration in advance of any showing.
5. Videos produced for educational use are considered to have a "G" rating. Discretion shall be shown in using these videos.
6. All videos used in classrooms must be previewed with the audience in mind.
7. In order to show any video that carries an MPAA rating other than "G", the teacher must notify parents of their intent to show such a film. The notification must include the name of the film, the MPAA rating and a short description of the content of the film. Signed parent/guardian permission must be on file prior to student viewing of the video/film.

EXTRA-CURRICULAR CLASSES/TRIP/TOUR PARTICIPATION POLICY

Extra-Curricular Classes, trips and tours are an important part of the school program at Mesa Grande Academy and are also important to the personal growth of students. All students will be eligible to participate in the activities of the groups in which they hold membership except in the following instances:

- The faculty sponsor of the activity and the school administration has reason to believe that the student's participation will jeopardize the safety of other students or the reputation of the school.

- The faculty sponsor of the activity cannot reasonably guarantee the safety of the student.
- The student has more than 7 referral points AND receives 1 or more of those points during the 4 weeks prior to the trip.
- Other issues such as graduation status, financial status, or failing grades in other classes may also affect trip eligibility.

If a student is eligible to participate in the activity based on the above criteria, but participation may seriously place in jeopardy the student's ability to pass a class or to graduate, the school may strongly recommend that the student not participate. Should the student's parents wish to override this recommendation, they will be given a letter to sign indicating that they recognize that this decision may put their child in academic jeopardy.

ATHLETIC VARSITY PARTICIPATION POLICY

The Athletic Department provides students in the academy a well-balanced program with physical education courses, varsity sports, and lunch time intramurals sponsored by the Student Association. MGA is a member of the California Interscholastic Federation (CIF), Southern Section. Players who represent MGA at the varsity level are chosen at the coaches discretion not only for performance and athletic ability, but also for their interest, attitude and sportsmanship. The sports program include: volleyball, basketball, girls' softball and boys' baseball.

GOALS

It is the goal of the athletic department to develop a Christian character as well as athletic skills. Our Commitment to His Excellence will be evident by the students' teamwork, work ethic, integrity, discipline, sportsmanship, humility, dependability, enthusiasm, and Christ-likeness. This goal requires cooperative effort by coaches, players and parents.

ATHLETIC PARTICIPATION GUIDELINES

The academic status of a student determines eligibility to participate in a varsity sport class. There is a significant time commitment for varsity sports classes that can affect performance in other required class work. As members of the CIF organization, there are very clear guidelines that are to be followed especially regarding grades. The grade requirements must follow the School Board approved policy regarding grade minimums. To enroll or participate in a varsity sport class, the following applies:

1. Eligibility requires a C or 2.0 GPA with no F's and no more than 2 D's **at the end of any grading period and an acceptable attendance record**. When a student falls below the minimum academic standard:

Procedure:

1 st occurrence	Student is placed on <u>athletic probation</u> for the next grading period.
2 nd consecutive occurrence	Student is placed on <u>athletic suspension</u> for the next grading period.
3 rd consecutive occurrence	Student is placed on <u>athletic ineligibility</u> for the next grading period.

A student may move to eligible status at the end of any grading period by correcting the academic deficiency. The Athletic Director reserves the right to place any student athlete on probation, suspension, or ineligibility at any time, where concern for the academic welfare of the student warrants further action.

Consequences:

- a. If any varsity sport class begins while a student is on athletic probation, they may enroll in the class. Also if they are already taking the class and they are placed on athletic probation they may continue to take the class until the end of the probation grading period.
 - b. If any varsity sport class begins while a student is on athletic suspension, they **may not** enroll in the class. However, if they are already taking the class and they are placed on athletic suspension, the student may continue in the class but **will not** be allowed to play games. To receive academic PE credit for the varsity sport class, the athlete is still responsible for attending/participating in practices and attending home games, however they may not attend any away games.
 - c. If any varsity sport class begins while a student is on athletic ineligibility, they **may not** enroll in the class. Also, if they are already taking the class and they are placed on athletic ineligibility they must immediately drop the class, and will not receive any academic credit.
2. Student must have satisfactory attendance as determined by the attendance policy.
 3. Student must display a Christian attitude representative of MGA.
 4. Student must show a willingness to work and learn to the best of his/her ability at all times.
 5. Student must be cooperative in all tasks on and off the playing surfaces.

FINANCIAL POLICIES

Mesa Grande Academy's Board attempts to keep the school tuition and other charges as low as is consistent with good fiscal management. Tuition payments do not cover the full operating cost for MGA and is therefore subsidized by the members of the Seventh-day Adventist Church. The MGA Board reserves the right to adjust charges for tuition and fees at the second semester should unstable economic conditions warrant such adjustments. The following financial policies have been adopted by the board:

- All outstanding school accounts, at MGA or elsewhere, must be settled prior to registration.
- MGA will not prorate tuition for late registrants or prolonged absences if the student receives full academic credit for work completed. Tuition will be prorated for students registering or withdrawing in the middle of the year.
- When a student withdraws from school, a parent or responsible party, must complete and submit a Withdrawal form to the Registrar's office. Tuition is prorated from the date indicated on the *Withdrawal from School* form.
- If an account becomes 60 days past due, we will ask that the student withdraw from school until the amount is paid in full or satisfactory financial arrangements are made with the business office.
- All accounts held by a family, current and past, will be considered for registration and for issuance of financial clearance to take exams. Cash or a money order may be required for payment on delinquent accounts. Students must have a current balance by the end of the 3rd quarter in order to take year-end finals and participate in graduation exercises. Accounts must be paid in full to receive diplomas.
- All payments are due by the 25th of the month (15th for on-time discount - see below). Accounts delinquent in excess of \$100.00 after the 25th will incur a service charge of \$10.00 per month.
- If a check is returned for any reason, a fee of \$25.00 will be charged. A history of checks returned for insufficient funds may result in a request for payments to be made in cash or money orders.
- Financial clearance is required before students are allowed to take overnight trips.
- Charges for some additional school activities may be billed to your account provided your account is current. Non-current accounts will require up-front cash payments for participation. These charges may include: Class or Field Trips (e.g. Choir, Biology), Used Textbooks or Uniforms, Varsity, etc.
- MGA does not accept second party checks
- Class dues are non-refundable.

ON-TIME DISCOUNT

A discount of \$5 per student will be given when the account is paid in full by the 15th of the month.

FINANCIAL ASSISTANCE

Please contact your local church education representative regarding tuition assistance or the Southeastern California Conference Office of Education for application and/or information on the Pacific Union Endowment Fund, Conference Low Income Scholarship, Conference Ethnic Scholarships, or your church's education assistance program.

EDUCATIONAL SUBSIDY

If your employer offers education allowances for your child, you must apply at your place of employment and submit the signed authorization to the business office. Accounts will be credited after payments are received from the employer. Responsible parties should continue to make full payments on accounts until the business office has received the allowance.

INTERNATIONAL STUDENTS

Enrollment requirements include a valid I-20 visa, a \$250 non-refundable registration fee, AERC transcripts, proof of U.S. health insurance and non-refundable full tuition. All I-20 students are charged the following International rates:

Kindergarten - 8 th Grades	\$11,580
9th-12th Grades	\$14,175

Additional fees may apply depending on the students's extracurricular interests and classes. I-20 students do not qualify for any discounts. See the International Student Information Packet for details.

PAYMENT PROCEDURE

All payments should be made payable to Mesa Grande Academy and delivered or mailed to:

**Mesa Grande Academy
975 Fremont Street
Calimesa, CA 92320**

TUITION AND FEES

See the current Financial Information brochure for current tuition and fees.

NON-REFUNDABLE FEES POLICY

Once airline tickets or other non-refundable expenses are incurred, corresponding fees for tours/trips will not be refunded. This includes students who are prohibited from participation by becoming involved in a serious discipline issue. If a student is sent home from a trip/tour because of misconduct, the parent will be responsible for all expenses incurred. Permission slips will include this policy with a signature required indicating that the policy has been read.

PRIVATE ACADEMIC SERVICES -MUSIC LESSONS / TUTORING / SPORTS INSTRUCTION

Fees are paid directly to the contract teacher.

COUNSELING SERVICE

Fees are paid directly to the contract counselor when services are available.

STUDENT CITIZENSHIP

The following items are listed to communicate to the students the purpose and standards of Mesa Grande Academy.

- An organization can function only if its members abide by its rules.
- Rules and discipline are essential for young people to be successful and happy. Discipline is only for the good of the student, and is administered in love. (see Proverbs 22:6)
- Mesa Grande Academy is a witness to its community. Teachers, support staff, and students proclaim to those around them the lifestyle and faith of the Seventh-day Adventist church.

Mesa Grande Academy has a purpose different from that of a public school. Its purpose is to lead students to Christ, assist them in developing a Christ-like character, and prepare them for eternal life in the world to come. Students are presumed to attend Mesa Grande Academy because this is their own purpose and desire.

Therefore, students will be asked to sign a Life Style Commitment pledge promising to uphold the standards, rules and policies of MGA. Parents will also sign signifying their support. "Follow the steps of the godly instead, and stay on the right path, for only good men enjoy life to the full." Proverbs 2:20, 21.

The purpose of discipline is to disciple students in the way of the Lord, and to develop self-discipline based on Biblical principles of living. When needed, discipline will be designed not merely as punishment, but also to help the student toward a more meaningful acceptance of Christian rules of conduct. While punishment relates to the past, discipline addresses the future. Hebrews 12:6 states that "whom the Lord loves, He disciplines." When discipline is administered in the context of love it is a demonstration of the love God has for each of us.

It is the desire of the administration and staff of Mesa Grande Academy to encourage by precept and example the willing acceptance of school standards. Courtesy, poise, and dignity are desirable qualities to be found in Christian young people. Most discipline is accomplished in the ordinary educational environment between the teacher and student. For serious infractions, discipline may be referred to the Discipline Committee. This committee has the option of recommending withdrawal or dismissal.

LIFE STYLE COMMITMENT

MISSION PHILOSOPHY

By providing our students with a Christian, integrated learning environment they will be empowered to maximize their potential and to find their places as lifelong learners in society. In their lives, they will be spiritual seekers who are thorough in their thinking, skilled in communicating, and practical in applying what they learn.

PREAMBLE

By attending Mesa Grande Academy you 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. Mesa Grande Academy knowingly accepts and retains only those students who are willing to make this commitment. It is hoped that adherence to this commitment while you are at Mesa Grande Academy will extend beyond the years spent here to become a lifetime commitment to the eternal principles of honor, integrity and morality.

DEFINITION

The word honor is defined as, “a keen sense of right and wrong; adherence to action or principles considered right; integrity.” The word integrity is defined as, “the quality or state of being of sound moral principles; uprightness, honesty, and sincerity.” The word moral is defined as, “capable of making the distinction between right and wrong in conduct.”

PLEDGE

As a student of Mesa Grande Academy, I pledge to support the administration’s efforts to provide a positive, safe and orderly environment by first, promising to read, become familiar with, and follow the policies outlined in the MGA Student Handbook, and secondly, by choosing to be a student who both on and off campus:

- Seeks to develop my emotional, mental, physical and spiritual energies to serve and honor God.
- Respects and protects the rights of all people and their property.
- Practices the principles of honesty, integrity and morality both in and out of the classroom.
- Strives to make consistent and successful progress toward achieving my highest academic potential.
- Refuses to use or support the use of tobacco, alcohol or other illicit drugs or substances.
- Endeavors to influence and assist my fellow students in supporting all of these ideals.

DISCIPLINE POLICY

We believe that all students are capable of appropriate behavior. The staff at MGA would like all students to strive to be their best. We will work toward a safe physical and emotional environment by focusing on encouraging the following behaviors:

- Appropriate language and behavior.
- Respect for the rights of others.
- Obedience to and respect for persons in authority.

The teacher or administrator needs parent. The school expects that parents will support and help the school when take each disciplinary situation seriously and work with the teacher to handle the situation in a timely fashion. The copy of the Student Referral must be returned to the teacher the next school day with a parent's signature in order for the student to return to class. Students involved in any of the following practices, on or off campus, may jeopardize their privilege of attending Mesa Grande Academy:

1. Undermining the philosophy and objectives of the school.
2. Showing willful disrespect or disobedience to any member of the faculty or staff, or any parent helping with a school activity.
3. Using narcotics, tobacco, or alcohol, in any form, or having them in one's possession.
4. Possessing a dangerous weapon of any type.
5. Engaging in sexual harassment; exhibiting or suggesting lewd conduct; or possessing obscene literature or pictures.
6. Engaging in harassment; threatening to or causing physical injury; conspiracy to, or participation in hazing.
7. Associating with gangs or being involved with a gang.
8. Cheating, lying, stealing or gambling*.
9. Demonstrating excessive display of affection** .
10. Leaving campus without proper permission.
11. Engaging in vandalism, graffiti, or careless use of school property.
12. Using profane language or swear words.

Students are not only expected to adhere to these policies, but also to promote and encourage their peers in following it. Students who know of serious violations of school standards are expected to assist the administration and faculty in maintaining a Christian environment and upholding Biblical principles.

* A student involved in academic dishonesty may not receive credit for the class work in which he or she is dishonest, and may place in jeopardy any credit received for a particular class.

** The social relationships of young people at Mesa Grande Academy should manifest good taste. Hand-holding is an appropriate display of affection.

Student Referral notices (commonly referred to as a DIN) are used to inform the parents and students of disciplinary incidents. Any teacher or staff member may issue a Student Referral. Students may be issued referral points for violating school

regulations. These points will be issued on a Student Referral notice and sent home to the parents.

MISCONDUCT AND REFERRAL POINTS

The following guidelines will be used in assigning referral points:

Violation of classroom rules	0-1 point
Disruptive behavior	0-1 point
Profanity	0-1 point
Rude and/or discourteous behavior	0-1 point
Violation of dress code	0-1 point
Inappropriate cell phone use	0-2 points
Inappropriate Public Display of Affection	0-2 points
On or off-campus truancy	1-6 points
Cheating, plagiarism, dishonesty or disobedience	2-6 points
Intimidation or harassment	2-6 points
Defacing school or private property	2-6 points
Possessing or distributing pornography	2-6 points
Fighting, real or play *(single incident above 6 points)	2-12 points
Disrespectful or insubordinate *(single incident above 6 points)	2-12 points
Threatening to/causing physical injury *(single incident above 6 points)	2-12 points
*Sexual harassment or lewd conduct	6-12 points
*Destruction of school/private property	6-12 points
*Stealing or receiving stolen property	6-12 points
*Possession of drug paraphernalia	6-12 points
*Gang association or involvement	6-12 points
*Possession of a dangerous weapon	6-12 points
*Use/possession of tobacco, alcohol, drugs on/off campus	6-12 points

* Indicates a discipline issue that is kept on continuous record for time enrolled at Mesa Grande Academy.

CONSEQUENCES OF REFERRAL POINTS

These are only general guidelines that may be used depending on the individual issue.

- 0-3 pts. Student Referral notice sent home for parent/guardian signature. Parents may also be contacted by verbal communication.
- 4 pts. Student/parent/administrator conference before student may return to school.
- 6 pts. One to three day suspension student/parent/administrator conference.
- 8 pts. Three day at home suspension - Student/parent/faculty conference.
- 10pts. One week at home suspension - Student/School Board Discipline Committee Conference.
- 12pts. Student has chosen to withdraw from school.

Any class assignments given to students during suspension may be made up and completed at the discretion and convenience of the teacher.

Students who make appropriate behavior changes and maintain that conduct for a period of 1 quarter may have those points removed from their conduct record. However, this only applies to those discipline issues that are **not** kept on continuous record as indicated by the asterisk. If there are future discipline issues of the same type, those points may be reinstated.

Any time a student violates a criminal statute, on or off campus, he/she may be asked to leave school. Students committing felonies or selected misdemeanors will be referred to law enforcement. Administration may request that a student withdraw from school for any of the following additional reasons:

- The behavior of a student is deemed unsatisfactory.
- The influence of a student is detrimental to other students.
- The attitude of a student is out of harmony with the purposes and standards of the school.
- The attitude of the parent(s) of a student is out of harmony with administrative efforts to modify behavior.

Students who do not voluntarily withdraw from school when requested to do so will be subject to expulsion as voted by the Board of Directors. Student who have been expelled or asked to withdraw are not to visit the campus or attend any school activity. They may reapply for admission after successfully completing two quarters at another school. Re-acceptance will be based on recommendations from school personnel at that school.

CLASSROOM DISCIPLINE POLICY

Teachers have their own discipline policies to which students must adhere within the classroom. A student who does not follow the classroom discipline policies and are referred to administration by the teacher, has taken a very serious negative step. Such students will be asked to evaluate their conduct and provide a plan of action to provide for continued enrollment at Mesa Grande Academy.

CITIZENSHIP GRADE

Students may receive a citizenship grade for each grading period. This grade is based on student conduct, detention record, and referral points.

SCHOLASTIC DISHONESTY POLICY

EXAMINATION BEHAVIOR

Any use of external assistance during an examination shall be considered academically dishonest unless expressly permitted by the instructor. The following are considered unacceptable behavior:

- Communicating in any way with another student during the examination, including the use of digital messaging devices.
- Copying material from another student's examination.
- Allowing another student to copy from one's examination.
- Using unauthorized notes, calculators or other devices.

FABRICATION

Any intentional falsification or invention of data or citation in an academic exercise will be considered a violation of academic integrity. The following are examples of academic dishonesty involving fabrication:

- Inventing or altering data for a laboratory experiment or field project.
- Resubmitting returned and corrected academic work under the pretense of grader evaluation error, when the work has been altered from its original form.
- Submitting another person's work as your own.

PLAGIARISM

Unacknowledged submission of another's work as presumably one's own is plagiarism. The following are examples:

- Submitting a paper written by or obtained from another person.
- Using a paper or essay in more than one class without the instructor's express permission.
- Obtaining a copy of the examination in advance without the knowledge and consent of the instructor.
- Changing academic records outside of normal procedures and/or petitions.
- Using another person to complete homework assignments or take-home exams without the knowledge and/or consent of the instructor.
- Copying from another student.
- Cheat sheets or answers written on the desk, person, etc.

Citations for Scholastic Dishonesty may be cumulative for the student's entire enrollment at Mesa Grande Academy.

PERSONAL AND SCHOOL PROPERTY

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

STUDENT RESPONSIBILITY FOR PERSONAL PROPERTY

Students are responsible for all personal property that is brought to school including but not limited to backpacks, books, calculators, personal computers and sports equipment. Students are provided with book lockers and P.E. lockers and should keep their combination confidential. All items are to be locked in the lockers or be kept in the personal possession of the student at all times. Mesa Grande Academy does not accept responsibility for replacement of items lost, stolen or misplaced.

Note: Students should not bring valuables such as expensive electronic items, large amounts of money, video cameras, digital cameras, etc. to school. All items of value including backpacks and sports bags should be kept secured or in the student's view at all times. If items of value are required for a school project, students should ask the teacher requiring the item to keep it locked in their office when not in use.

TREATMENT OF PROPERTY

- Students are expected to show school spirit by taking pride in the campus and treating it accordingly by using walkways and stairs so that lawns, flower beds, and planters remain attractive, by upholding a no littering policy and actively discouraging vandalism. The student will pay for or replace any property that has been destroyed willfully or foolishly.
- Students are expected to leave alone any personal property that is not their own. The student will pay for or replace all property which has been destroyed willfully or foolishly.

RESTRICTED PERSONAL PROPERTY

- Electronics: Students are not to be in possession of the following items while on campus: Radios, CD players, audio players, IPODs, walkmans, MP3 players (digital audio players), TVs, DVD players, electronic games, or any other electronic devices emitting sounds or signals. Such devices brought to school without permission may be confiscated and returned to a student's parent.
- Electronic messaging devices / Cell phones / Paging devices: All devices must be turned off and concealed during and between classes. Students should not have them on their person. These devices may be used before and after school, and during lunch. Any other use of these devices will result in confiscation. The device will be placed in the office and only the student's parents may pick them up. Repeat offenses will result in loss of cell phone privileges. Parents wishing to contact students during school hours must contact the office.
- Laptop Computers / PDA or Pocket Computer Devices: These devices may be used for the express purpose of academic pursuit. Writing reports, creating class-related projects, and study for classes are considered acceptable uses. These devices may be use in a class only at the discretion of the teacher. Any non-academic use of these devices will result in the loss of privilege of use (e.g. playing movies, games, etc...).

- Bicycles: Students who ride bicycles to school are to dismount at the main gate, and walk their bikes directly to the bike rack. Students may not ride anyone else's bike. Only students with bikes are allowed in the bike rack area while parking them in the morning or retrieving them in the afternoon.
- Skates, in-line skates, shoe skates, and skateboards may not be brought on campus at anytime (with the exception of organized school activities). Unapproved use of these items on campus will result in confiscation and appropriate disciplinary action.
- Other property: Students must obtain permission from the teacher or principal before bringing to school such items as pets, toys, special projects, etc. At no time will a student be permitted to bring to school knives, fire crackers, squirt guns, matches, lighters, or other items of this nature.
- Search and seizure of personal property: While the students attending MGA will be treated with respect for personal privacy, there may be occasions when personal effects must be searched in concern for the safety of all students. Mesa Grande Academy reserves the right to search student lockers, cars parked on campus, and personal belongings for objects or materials deemed noncompliant with the school rules and regulations, or which threaten the safety of the school or its students. Confiscated property will be returned at the discretion of the school administration.

CLOTHING AND APPEARANCE

Students attending Mesa Grande Academy are expected to adhere to standards of appearance as outlined below.

RATIONALE: These standards have been established to assist the school, parents and students in establishing an academic and safe learning environment that is free from distractions, that provides for a business-like setting, and that will promote a personal commitment to excellence at MGA. This commitment to excellence will instill the principles of modesty, professionalism, practicality and common sense in health and safety.

SPECIFIED WARDROBE

Mesa Grande Academy requires students to wear a specified wardrobe from our designated wardrobe supplier, True Grits. Garments from this supplier (known as "academic attire") are required for the classroom and academic field trips.

Students are expected to adhere to the wardrobe standards before and during their scheduled school hours and prior to 3:35 pm. "Non-academic attire" that is in harmony with the ideals of MGA may be appropriate for some school activities. At such times, students will be notified. Students visiting the school or attending school-sponsored events are required to follow the spirit of these standards.

ACADEMIC ATTIRE SPECIFICS

It is mandatory that all academic attire be purchased through our wardrobe supplier, True Grits. Students in grades K-6 must purchase at least 1 pair of khaki pants and one red polo shirt for field trips.

CLOTHING THAT MUST BE PURCHASED THROUGH TRUE GRITS:

- Skirts (K-12) / Skort (K-8) / Jumpers (K-3)
- Pants / Shorts
- Shirts / Blouses (embroidered with school seal)

OTHER CLOTHING AND ACCESSORY REQUIREMENTS:

* Color choices for each item listed below are red, white, black, navy, gray, khaki or brown.

- **Leggings / Tights / Bike Shorts** - Solid color. Leggings, tights, bike shorts, etc... must be worn beneath girl's skirts (K-8) and jumpers (K-3).
- **Belts** - Solid color, without studs, decorations, or patterns.
- **Socks / Hosiery** - Solid color.
- **Ties / Scarves / Other Accessories** - Appropriate design and combination of stated uniform colors.
- **Shoes** - Closed-toe shoes are to be worn at all times. Athletic style shoes are preferred, and required for technology and athletic classes. Shoes are to be worn at all times. Beach footwear, flip flops, Crocs® or sandals are not academic attire and may not be worn.
- **Hats** - Hats, hoods, bandanas or other head coverings may not be worn on campus during a student's scheduled school hours and prior to 3:35 pm. . Team hats worn during Athletic Varsity PE class time and head coverings specifically approved by Administration are the only exceptions. Permission to wear sweatshirts that have an attached hood may be individually revoked to those who abuse the hood policy.
- **Sweatshirts/Sweatshirt jackets** - Solid color and no logos.

OUTER GARMENTS

Jackets, letterman jackets, outer sweaters, sweatshirts/jackets, vests, parkas, etc... may be worn with or without a school-related/approved logo (all other logos are not allowed). While sweatshirts/sweatshirt jackets have specific color requirements, we recommend that **all** outer garments be in the color choices listed above. A school approved shirt / blouse must be worn beneath all outer garments.

ADDITIONAL CLOTHING PARAMETERS AND APPEARANCE

- Clothing should be neat, clean, fit appropriately and be in good repair.
- Gender appropriate clothing must be worn.
- **Pants** must be worn with a belt and at an appropriate hip level as designed by the manufacturer. **Skirts** must worn at an appropriate hip level as designed by the manufacturer, and the hem of the skirt should be at the top of the knee.
- Shirts must be buttoned appropriately so that modesty is maintained at all times.
- Shirt tails must be tucked in.
- The wardrobe may not be worn in a "layered" fashion (undershirts may not stick out below outer clothing or sleeves - if visible at collar, must be solid color as stated in color options).
- School-approved shirts/blouses/jumpers are required to be worn beneath sweatshirts or other outer clothing.

- Clothing from our designated wardrobe provider is designed to fit each student appropriately and may not be modified beyond normal length adjustments. The proper length of the skirt is at the top of the knee or longer.
- Official School Organization shirts may be worn by the organization members if:
 - The entire organization wears them together on a given day.
 - The day is approved in advance.
- **Swim Attire** – On occasions when a school event necessitates the use of swim wear, modesty must be practiced.
 - For ladies, modest one piece swimsuits. All other swimsuits require a tee-shirt.
 - For men, board short style swim suits. “Speedo” style swim suits may be worn under board style swim suits.
- **Female Banquet Attire** – The bodice style of all dresses must be modest and the dress must be of an appropriate length, including “slits”. Dresses must be of a style that does not reveal cleavage and covers the entire breast. Low “V” cut styles are not acceptable.

WARDROBE SALES

Our designated wardrobe supplier will hold an online sale each summer, during which most items may be tried on and purchased at 10% off the normal online or store price. The online sale will be in July. Mesa Grande Academy will organize a **used uniform** sale at the end of each year. Eighty percent (80%) of the proceeds from the sale will be returned to the seller and 20% will be used to support the Student Assistance Fund.

ACADEMIC ATTIRE VIOLATION ENFORCEMENT

Failure to abide by the Mesa Grande Academy academic attire may require the following consequences:

First Offense Parents may be called and student remains in the office until the parent/guardian brings proper academic attire.

Second Offense Parents called, student remains in the office until the parent/guardian brings the proper academic attire and detention will be required

Third Offense Student will be sent home, and invited to return after parents and administration have met to discuss academic attire expectations. In addition, administration reserves the right to impose fines.

PERSONAL APPEARANCE AND ACCESSORIES

Jewelry of any kind, which includes cause/support bracelets, chastity rings, and other similar jewelry may not be worn before and during a student’s scheduled school hours and prior to 3:35 pm. This also applies to other school functions.

Extreme hair styles or colors, and cosmetics including conspicuous nail polish and tattoos of any kind are outside the accepted guidelines.

****Administration reserves the right to make adjustments to this Clothing and Appearance Code as needed**

ATTENDANCE POLICY

It is important for students to take responsibility for their own behavior. In our society, consistent attendance, whether at school or at work, is a behavioral trait held in high esteem. Many potential employers and colleges see a student's grades and attendance record as being equally important. Based on this viewpoint, the following Attendance Policy will apply.

TARDY POLICY

Because tardy students are a disruption to a class in progress, and because we believe part of the educational process is to instill good attendance habits for the work world, the following tardy policy will apply to all MGA academy students.

1. A student who arrives to a class (without a campus pass) after the final bell has rung will be marked tardy. ~~Students are considered tardy to class if they enter class after the final bell has rung. After 10 minutes, a teacher may mark the student either tardy or absent (at the teacher's discretion).~~
2. At the 3rd tardy in the same period (6 tardy's for 1st period of the day) a student will serve a noon detention and pay \$5.00.
3. Tardy's do not carry over to the next quarter.

Even though students may be considered absent after 10 minutes, students are required to attend the remainder of the class or they will be considered truant.

TRUANCY POLICY

A student is considered to be truant if he/she:

- Is Absent from class for one or more periods without prior parental arrangement with the school and/or teacher permission.
- Is (intentionally/deliberately) Tardy to any class/study hall without prior parental arrangement with the school and/or teacher permission.
- Leaves campus for any school or non-school related reason without following the checkout procedures as prescribed by administration.

The school attempts to notify parents or guardians when students are not in attendance or when they leave the campus without prior permission.

Students who are not personally truant but assist others in being truant, are responsible for their contribution.

Consequences:

1 st offense	Student Referral and Sunday detention
2 nd offense	Suspension
3 rd offense	Suspension and Administrative evaluation

ABSENCE POLICY

Attendance is recorded as the percentage of classes attended throughout a given semester. Attendance reports are distributed weekly to students. Attendance records will be mailed with the grade reports every 4 ½ weeks for the purpose of parent/student monitoring of the attendance record. Planned absences should not take place during Semester Final Testing.

Students are required to fill out a pre-arranged absence slip when they know in advance that they will be absent from school. This form is signed by parents, teachers and then turned in to the attendance office. The school attempts to notify parents or guardians when students are not in attendance or when they leave the campus without prior permission.

There are two categories of absences at Mesa Grande Academy:

1. School Related Absences are classes missed due to pre-approved school events. Examples are field trips, tour trips, and athletic competitions. Students may only miss classes for scheduled varsity games if they are registered for the varsity class. School related absences will not negatively affect the attendance grade.
2. Personal Absences are planned or unplanned events, such as illness, medical appointments, court appearances, or parental choice that cause a student to miss classes or school activities. Attendance will be taken at required off-campus school activities, such as beach day, community service day, or spring picnic. If the student does not attend a required off-campus school activity, he or she will be given a personal absences for that day.

All students are allowed to miss up to 15% of any class during a semester without loss of credit for the class (both school and personal absences). Juniors and Seniors may be allowed an additional 5% for absences related to school activities only.

1. The percentage of absences accumulated will be monitored at each grading period. If a student exceeds his/her allowed percentage during a semester, the student must attend a Sunday detention which occurs at the end of that grading period. A letter will be sent indicating the time, location and charge for the detention.
2. If a student is absent more than his/her allowed percentage for the entire semester, he/she will fail the class or classes missed. The student may petition the administration for academic credit for long-term illness or special circumstances.

Detentions are on Sunday following the end of the grading period from 8 a.m. until noon. Students will be charged as indicated below. The doors will be locked at 8:10 am. If there is a family emergency, the parent must contact the attendance officer prior to Sunday to make other arrangements.

The amount of time served in Sunday detention is based on the amount of absences.

- 1 or 2 period absences over allotted percentage: 2 hours in detention (\$5 fine)
- 3 period absences over allotted percentage: 4 hours in detention (\$10 fine)

Consequences of missed detentions (detention absences that have not been prearranged and pre-approved).

- 1st missed detention: The detention time will be doubled and the student will pay the cost of hiring a detention supervisor for the rescheduled detention.
- 2nd missed detention: The student will be suspended from all classes until he/she and his/her parents meet with the principal. The \$10 fine must be paid before the student can return to school.

GENERAL POLICIES

PARENTAL COMMITMENTS

We expect parents to promote and support the policies and personnel of Mesa Grande Academy, to speak positively about the school, and to direct any questions or concerns to the appropriate individuals. The following procedure is based on the Biblical model of Matthew 18 for resolving differences:

- Request a conference with the teacher.
- If resolution is not attained, a conference with the teacher and principal may be requested.
- If still unresolved, request another conference which shall include one or more of the following: The Board Chairperson, Pastor, Southeastern California Conference (SECC) Superintendent of Schools, or his or her designee.
- If the difficulty remains unresolved, a Board review may be requested. The problem should be submitted in writing. Should the problem involve a school employee, it must be reviewed in executive session with the SECC Superintendent of Schools or his designee.

STUDENT MEDICATIONS

No faculty or staff may dispense medication to any student for any reason. Teachers are not to diagnose a health condition or give any internal medications, including aspirin, except as indicated in the following statement. Any student who is required to take medication during the regular school day, as prescribed by a physician, may be assisted by designated school personnel if the school has on file both:

- A written statement from the physician detailing the time schedules, amount, and method by which the medication is to be taken.
- A written statement from the parent or guardian of the student requesting that the school assist the student in taking the medication.

ACCIDENTS

Efforts are made to ensure that all certified school personnel are trained in First Aid and CPR. Standard first aid procedures are followed in the case of student injury. If there is a serious injury, professional medical care will be enlisted and parents will be notified immediately. Parents will also be called if the injury does not require emergency care but is serious enough to warrant the immediate care of a physician. In the elementary, injuries not requiring immediate medical attention are documented on a Notice of Injury to Student form which is logged in the school office and sent home with the student. Parents are requested to sign the form and return it the next day.

ACCIDENT INSURANCE

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. Reports of accidents should be made promptly to the office. A brochure on school insurance will be mailed with the statement at the beginning of the year. This brochure should be read thoroughly to determine the coverage details.

DISASTER PREPAREDNESS

Mesa Grande Academy has a Disaster Plan for our campus. There are supplies, food, and water stored on campus should our students and staff have to stay on campus for an extended period of time. If conditions are such that the campus is locked for security and safety, students will be released only to parents or to individuals who have on file, in the office, permission to take the student off campus. Pickup will be at the front gate. Disaster drills are scheduled during the school year.

VISITORS

Students requesting to bring visitors to school must complete the proper form 48 hours in advance. Visitors must sign in at the office upon arrival on campus and receive a guest pass. Students who need to use a telephone must get permission from their teacher or office staff.

PARENT VISITATION

As a courtesy to both the teacher and the students, no parent should interrupt a class to converse with the teacher or a student. When appointments are made through the office, parents are welcome to visit classes in session.

TELEPHONE

School telephones are for business use only. Telephones in the teachers' offices and classrooms are for teacher use only. Students will not be called from class to answer the phone, except in case of emergency.

CELL PHONES

Cell phones may be used before school, during lunch, and after school. Use of or visible possession of a cell phone is cause for immediate confiscation. Only parents may pick up the phone when confiscated.

LUNCH

The lunch program is a volunteer program coordinated by the Home and School Association. Students and parents are expected to help this program by participating as a volunteer where possible. Proceeds are distributed to classrooms or used for major school projects. A monthly menu is established and published and students may order lunch each morning. Lunch tickets may be purchased at the school office or, for a slight additional charge, cash may be paid at the time the lunch is served.

Outside picnic tables are provided. Students are responsible for cleaning up these tables after each use. Food is to be eaten only in areas designated by the faculty. During rainy seasons classrooms will be open for lunch. Lunches should be eaten during the scheduled lunch period.

BUS TRANSPORTATION

Mesa Grande provides bus transportation to and from school from some locations in the Palm Desert area. Check with the school office for details.

The school bus is used only for field trips and other school related activities. A transportation contract must be signed by all students who attend Mesa Grande Academy. Whenever students are involved in school-related functions, such as field trips, club outings, and tour groups, the following guidelines for conduct are to be followed:

- Orderly conduct is expected of all students while loading, riding, and unloading.
- Students are to be seated promptly after boarding the bus and remain seated while the bus is in motion.
- Students shall remain in the original seats chosen or assigned until the destination is reached. The exchanging of seats will not be permitted.
- At all railroad crossings students are to remain quiet until the railroad track is crossed so the driver can listen for the train.
- Unloading of the bus and crossing the street are under the direction of the bus driver and field trip sponsor.
- Drinking and eating is not allowed on the bus, except for water.
- Students are to keep their hands to themselves. Harassment of others will not be tolerated.
- Hands, arms, and heads must be kept inside the bus at all times.
- Objects of any kind shall not be thrown from the bus.
- Students are not to make offensive remarks or gestures to pedestrians or motorists.
- Vandalism of any kind shall be fully chargeable to the student responsible.
- Courteous behavior and immediate response to the bus driver and requests for improved behavior as outlined in the above regulations, is expected of all bus passengers.
- Noncompliance with the above mentioned rules and/or the stated requests of the bus driver and/or a field trip sponsor may result in disciplinary action.

GUM ON CAMPUS

Gum chewing is not allowed on campus at anytime. Fines may be imposed for this infraction at the discretion of Administration.

LIBRARY

The library is a place where MGA students can study, read, and do research quietly. They are expected to work quietly, and to respect the needs of others so that all can study at optimum capacity. All library rules are formulated to aid students in making the very best use of their time and of the library. The mission of the MGA Library Media program is to support the curriculum, collaborate with the teachers, educate, inform, and inspire students, faculty and the diverse families of the community through accessing information, research and the joy of reading. Students and parents are encouraged to use the library.

All library books are to leave the library only after being checked out by library personnel. Books may be checked out for a two-week period, and renewed as needed. All rights and privileges for using the library and its materials will be revoked for any

person who 1) removes materials and or books from the library without first checking them out properly or 2) misuses student computers or the internet.

Many of the classic library books are out of print, so we really need them back. Students will be charged a fine of \$20.00 for books that are not returned. All fines not paid will be charged to the students' school bill.

LEAVING CAMPUS

Mesa Grande has a closed campus policy. Students must have permission to leave the campus at any time during the school day, including the noon hour. The student parking lot is considered off limits once students have arrived and the school day has begun. Any student who is off campus without permission will automatically receive a one-day in-house suspension in addition to other stated citizenship and attendance penalties.

STUDENT VEHICLE REGULATIONS

At registration students who plan to drive to school will register their vehicle. At that time a parking space will be assigned. All vehicles must remain parked in their assigned space during school hours. The central parking area is reserved for faculty and guest parking.

Operating private vehicles on campus is a privilege not a right. The following regulations will help define the appropriate use of vehicles on campus:

1. All motor vehicles driven by a student for school transportation must be registered in the school office.
2. All students must possess a valid Driver's License, and must provide proof of sufficient insurance as provided by law. All California Vehicle laws and regulations must be observed (e.g. each passenger must have a seat belt).
3. Students and parents are expected to drive safely and courteously at all times. A 5 m.p.h. speed limit must be observed while on campus.
4. Students are not to sit in their vehicle to visit or study during school hours - including lunch hour.
5. Vehicle stereos are to be heard only within the confines of the vehicle.
6. Permission to ride in another student's vehicle must be on file in the office.
7. A student may not borrow another student's vehicle or leave campus in a borrowed vehicle.
8. Students who secure prior permission to work on their vehicles in the automotive lab must drive them to the lab upon arrival, and leave them there as long as they are on the campus.
9. Vehicles must be operated on designated roads or parking areas only.
10. Students are not permitted to drive personal vehicles to off-campus school-sponsored activities. However under special circumstances, permission may be granted:
 - a. if students drive alone.
 - b. if an adult approved by administration rides in the car.

Students who violate driving or parking regulations are subject to disciplinary action and possible loss of campus driving privilege.

OFF LIMIT AREAS

The front office, workroom, academy teachers' offices and phones, the academy hallway, teacher workrooms, and the gym equipment room, are off-limits to all students, except with permission. Students in locked/unsupervised areas may be fined \$50.00.

GYMNASIUM (LOCKER ROOM)

The gym is to be used by students only when a faculty member is present. Food and drink should not be taken into the gym during the school day. The gym, locker room, bathroom, and its equipment are to be treated with respect at all times. Lockers should be kept locked while belongings are left in them.

LOCKS AND LOCKERS

As a convenience to the academy students, locks and lockers are provided for books and personal belongings. The school encourages students to keep their lockers locked. The school reserves the right to inspect these lockers at any time. Personal locks are not allowed. There is a \$10 charge given to students at the end of the year who have not properly cleaned and checked out of their lockers.

STUDENT LABOR

A limited amount of work is available on campus. Students over 14 years of age wishing paid part-time work during the school year should submit a work application to the principal. There is no guarantee as to the amount of work that will be available. Work experience credit may also be earned towards graduation by high school students.

ADDITIONAL POLICIES AND PROCEDURES

This handbook does not intend to contain every rule and procedure. Those rules and procedures for specific classes, or changes made during the year that are announced in worships, assemblies, classes, or posted, carry as much weight as those printed herein. Changes will be posted on the school website:
www.mesagrandeacademy.org.

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