

MESA GRANDE ACADEMY

Student Handbook

2019-2020



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INTRODUCTION

Welcome to Mesa Grande Academy (MGA). We are a TK-12 Seventh-day Adventist Christian School, WASC accredited, and a member of the world-wide Seventh-day Adventist educational system.

MESSAGE TO STUDENTS AND PARENTS

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

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

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

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ABOUT MESA GRANDE ACADEMY

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.

STUDENT LEARNING OBJECTIVES (SISRS)

Mesa Grande Academy 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 principles 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, balance lifestyle
- Exhibit self-discipline and a Christ-like character

HISTORY AND LOCATION

Seventh-day Adventist Christian education began in the Yucaipa Valley in 1928, when the first school was held at the home of the teacher, Mrs. Chestnut, with two pupils. From 1931 to 1948 the school operated in various locations until the Third Street School was opened in the fall of 1948. In 1974 the school was moved to its present location on Fremont Street in Calimesa, and was named Mesa Grande SDA Junior Academy. During the 1989-1990 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 a college-preparatory, parochial TK-12 educational facility that is fully-accredited through the Western Association of Schools and Colleges (WASC). MGA is organized into three sections: Elementary (grades TK-6), Junior High (grades 7-8), and High School (grades 9-12).

ORGANIZATION AND GOVERNANCE

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:

Arden Hills SDA
Banning SDA
Beaumont SDA
Calimesa SDA

Forest Falls SDA
Loma Linda Romanian SDA
Yucaipa SDA
Yucaipa Valley Spanish SDA

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.

ACADEMIC EXPECTATIONS AND POLICIES

ACADEMIC EXCELLENCE

As Christians we look to Christ as an example of excellence and the school provides incentives and recognition to achieve this purpose. Students who have challenged themselves in achieving the highest level of scholastic performance are rewarded for their efforts.

ACADEMIC INTEGRITY

Academic Integrity – is a commitment to the values of honesty, trust, fairness, respect, and responsibility in the academic process. Because Mesa Grande Academy emphasizes academic responsibility and citizenship in our student learning objectives, each member of this learning community will pursue high standards of ethical behavior as well as scholarship. Students and faculty of Mesa Grande Academy pledge to uphold academic honesty and integrity for the purpose of creating trust, respect, and growth in our commitment to God in all our academic endeavors.

Honor Code—Mesa Grande Academy holds the pursuit of knowledge in high regard. To support this endeavor, MGA believes that honesty, integrity, respect, and responsibility must be clear and demonstrable values among students, teachers, administrators, and parents/guardians. This Academic Honor Code outlines the basic requirements and responsibilities and is to be used as a guide for conduct in academic performance.

Honesty

- Tell the truth
- Present your own work only
- Give credit for all sources

Integrity

- Act in accordance with high moral principles
- Cooperate with efforts to maintain high moral principles
- Encourage high moral principles in others

Respect

- Consider each action as a chance to gain trust
- Create a community that values learning and learners
- Demonstrate self-respect

Responsibility

- Be willing to own what you do and say
- Embrace and advance the common good of Mesa Grande Academy
- Have the courage to do what is right

ACADEMIC MISCONDUCT - DEFINITIONS AND GUIDELINES

Cheating – Giving or receiving unauthorized assistance in any academic work or examination. Using or attempting to use any unauthorized materials, information or study aids in an examination or academic work. Using dishonest, deceptive, or fraudulent means to obtain, or attempt to obtain credit for academic work. Examples that may be considered cheating includes but are not limited to:

- Passing off another student's work as one's own
- Using notes, aids, devices or the help of other students on any academic work or tests
- Looking at or copying another student's homework, tests, answers or allowing another student to copy one's own work or answers
- Obtaining answers from the internet, copying from the back of the book, or changing answers
- Stealing tests, answer keys, or another's tests or papers
- Habitual absenteeism on test/assignment days
- Excessive outside assistance from a tutor, another student, source or individual to produce work or answers to substantially change the quality or accuracy of academic work

Plagiarism – Representing the ideas or language of others as one's own. Using text from another source (e.g. web sites, books, journals, newspapers, etc.), without documenting the source. Using a direct quotation from a text without quotation marks, even if the source has been cited correctly.

- Paraphrasing or summarizing the ideas or text of another work without documenting the source
- Substituting a word or phrase from the original text while maintaining the original sentence structure
- Citing sources incompletely with intention to deceive
- Using graphics, visual imagery, video, or audio without permission of the author or acknowledgement of the source
- Translating text from one language to another without citing the original work
- Obtaining packaged information (e.g. foreign language translation or a completed paper from an on-line source) and submitting it as one's own work without acknowledging the source

Falsification – Falsifying or inventing any information, data or citation in any academic work.

Multiple Submission – Submitting substantial portions of any academic exercise more than once without prior authorization and approval of the teacher.

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

It is the student's responsibility:

- To read, understand, and follow the Academic Integrity Guidelines
- To authenticate any assignment submitted to a teacher. Students must be able to produce proof that the submitted assignment is actually their own work by:
 - Keeping copies of all drafts of work
 - Keeping photocopies of research materials (including information from the internet)

- Keeping notes, note cards, source cards
- Keeping logs of work on assignments and papers
- Saving drafts or versions of assignments electronically under individual file names
- To include proper documentation by including one or more of the following:
 - Following the school approved documentation format per teacher discretion
 - Submitting an “acknowledgement page” (when applicable) to credit help given by others (e.g. help that has been approved by the teacher giving the assignment)
 - Using Works Cited and/or Reference pages accurately and appropriately
 - Submitting only his/her own work

TK-6 ACADEMIC MISCONDUCT CONSEQUENCES

Teachers will provide direct instruction to TK-6th grade students in the areas of academic integrity and academic misconduct. Elementary students who engage in academic misconduct will be initially addressed by the teacher:

- Students will be asked to process in written form, what they did incorrectly, possible reasons, and future plans to avoid this behavior in the future. The student may be required to redo work.
- For academic misconduct behaviors that do not correct, more punitive actions such as missing recess, separation from the class, loss (or partial loss) of credit for assignments and other actions may be taken.

7-12 ACADEMIC MISCONDUCT CONSEQUENCES

Plagiarism and cheating in any form is unacceptable at any time. MGA teachers will deliberately instruct and model acceptable academic conduct. MGA expects that the grades students receive reflect, in the fairest possible way, the academic work they have completed.

Students who engage in academic dishonesty or cheat will be addressed as follows:

Category “A” Infraction: - Minor academic dishonesty offenses, typically unplanned or spontaneous actions.

- Examples: Copying homework, giving your homework to another student, looking at another student’s answers/minor communication during a test/quiz, minor plagiarizing, changing answers while grading, other infractions not listed...
- The student may receive partial or no credit on the assignment.
- The teacher will conference with the student and the incident will be recorded in our Student Information System. 0-2 demerit points may be assigned.
- Parent(s) will be notified.

Category “B” Infraction – Intentional and planned actions of academic dishonesty, typically related to a single assignment.

- Examples: Bringing/using a “cheat sheet” on a test, using an electronic device to record or obtain answers during a test/quiz, planned/intentional communication during a

quiz/test, recording answers from a testing session and/or providing to others, submitting other's work as your own, changing answers while grading, 2 or more Category "A" infractions, other infractions not listed...

- Student will not receive credit on the assignment.
- The teacher will conference with the student and parent, and the incident will be recorded in the Student Information System. 2-6 demerit points may be assigned. Discipline actions including suspension may apply.

Category "C" Infraction – Serious issues of academic dishonesty involving intentional malicious action, involving multiple assignments or involving pre-planned cheating in collaboration with others.

- Examples: Stealing/using a test without teacher knowledge/permission, changing grades in school database, pre-planned communication with others during assessments, multiple infractions in Category A and B, other infractions not listed...
- Student will meet with Administration and parents. Consequences could include suspension, mandatory withdrawal from the class, or withdrawal from Mesa Grande Academy. 6-12 demerit points will be assigned.

Any further instances of academic misconduct will be subject to disciplinary action that would lead to suspension, withdrawal, or expulsion from MGA.

ACADEMIC PERFORMANCE

Mesa Grande Academy Academic Eligibility requires a "C" or 2.0 level GPA with no F's and no more than 2 D's at the end of any grading period. When a student falls below the minimum academic standard the following actions are taken:

1st occurrence	Academic Probation Status: Warning period – Student must correct academic performance and deficiencies.
2nd consecutive occurrence	Academic Suspension Status: Student is placed on suspension status for the next grading period. Student is not allowed to play in team sport competitions and/or participate as a Class/SA officer
3rd consecutive occurrence	Academic Ineligibility Status: Student is placed on ineligibility status for the next grading period. Student will be removed from any currently enrolled sport class. Student must resign from Class/SA office.

A student can move to eligible status at the end of any grading period by correcting the academic deficiency.

GRADE REPORTS

Progress grade reports are issued to the parents or guardians and to students at the close of each 4 ½ week grading period for high school and at the close of the 9 week grading period for grades TK-8. All grades are recorded on the student's permanent record at the semester.

GRADING SYSTEM

TK and Kindergarten:

- I – Independently achieves objectives and performs skills
- P – Progressing toward objectives and performing skills
- NT – Needs more time to develop
- Blank Box – Not addressed this grading period

Grades 1-2:

- E – Doing very well
- S – Making acceptable progress
- N – More progress needed

Grades 3-12:

- A – Superior
- B – Above Average
- C – Average
- D – Unsatisfactory
- I – Incomplete
- F – Failure

INCOMPLETE

A student may receive an incomplete (I) 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 the next 4 weeks. Incompletes not made up within the time limit will automatically turn to an F.

LATE WORK POLICY

Students will be allowed a minimum of one day per daily absence to make up missed work. At the teacher's 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. Students who will miss classes due to scheduled 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.

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 Tier II 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 and varsity sports. MGA is a member of the California Interscholastic Federation (CIF), Southern Section. Players who represent MGA at the varsity level are chosen at the coach's discretion not only for performance and athletic ability, but also for their interest, attitude and sportsmanship.

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:

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 the procedures and consequences are:

Procedures

1st occurrence	Academic Probation Status: Warning period – Student must correct academic performance and deficiencies. If any varsity sport class begins while a student is on <u>academic probation</u> , they may enroll in the class. Also if they are already taking the class and they are placed on <u>academic probation</u> they may continue to take the class until the end of the probation grading period.
2nd consecutive occurrence	Academic Suspension Status: Student is placed on suspension status for the next grading period. Student is not allowed to play in team sport competitions and/or participate as a Class/SA officer. If any varsity sport class begins while a student is on <u>academic suspension</u> , they may not enroll in the class. However, if they are already taking the class and they are placed on <u>academic suspension</u> , the student may continue in the class but will not be allowed to play in 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.
3rd consecutive occurrence	Academic Ineligibility Status: Student is placed on ineligibility status for the next grading period. Student will be removed from any currently enrolled teach sport class. Student must resign from Class/SA office. If any varsity sport class begins while a student is on <u>academic ineligibility</u> , they may not enroll in the class. Also, if they are already taking the class and they are placed on <u>academic ineligibility</u> they must immediately drop the class, and will not receive any academic credit.

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.

Student athletes must also maintain the following standards:

- Student must have satisfactory attendance as determined by the attendance policy.
- Student must display a Christian attitude representative of MGA.
- Student must show a willingness to work and learn to the best of his/her ability at all times.
- Student must be cooperative in all tasks both on and off the playing surfaces.

GRADES 7-8 SPECIFIC ACADEMIC PROGRAM INFORMATION

K-8 GRADUATION REQUIREMENTS

Students must have satisfactorily passed all required grade levels in order to graduate from Mesa Grande Elementary at the end of the 8th grade school year. Students that have not satisfactorily completed all of the course work for a particular grade level may be required to do additional home study or summer school course work.

- Students that have two or more uncompleted classes at the time of graduation may not be allowed to participate in the graduation ceremony at the end of their 8th grade year, and may not receive their diploma until the coursework is made up.
- A student who receives two F's or a GPA of less than 2.0 in any academic evaluation such as a mid-term or quarter may be asked to agree to an academic contract.
- A student may be asked to withdraw from school upon receiving three F's during a single grading period. Appeals may be addressed to the Administration.
- Parents will be notified when their child's academic status is in jeopardy. A passing mid-term grade does not guarantee a passing grade at the end of the quarter.

GRADES 9-12 SPECIFIC ACADEMIC PROGRAM INFORMATION

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 guidance counselor, registrar and the teachers involved. To add or drop any class, a student must receive a form from the registrar, an add/drop slip to be signed by the student, parents, guidance counselor 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. Exceptions include:

- 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.
- Students wishing to take an advanced course off-campus or online (AP course or other similar advanced course that MGA does not offer), may submit, prior to the start of a school year, a detailed request/plan that includes the course to be taken, accreditation information about the institution providing the course work, details on the course content, and provision for legal transfer of credit from that institution to MGA.

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 high school 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 (or acceptable evidence of progress) 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) or 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.

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 processing fee for each additional transcript. A written request is required for the school to release a transcript.

I-20 STUDENTS

All I-20 students 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 ITEP, TOEFL Jr, TOEFL IELTS or other acceptable English proficiency 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 students in grades 9-10. These tests are used to evaluate a student's needs. A nationally-normed test of academic proficiency is administered annually to evaluate the progress of individual students and the school as a whole. Sophomores and Juniors are expected to participate in the optional PSAT exam which MGA administers. 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.

GRADES 9-12 COURSE WORK AND GRADUATION REQUIREMENTS

Change of Requirements—MGA reserves the right to change or add course requirements to meet State and Pacific Union Education Department recommendations, at any time.

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-PREPARTORY DIPLOMA REQUIREMENTS—MINIMUM 270 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*. The following classes are required (R) and/or recommended for a College-Preparatory diploma:

Religion (R)	40 semester periods (10 per each year in attendance at an SDA secondary school)
English (R)	40 semester periods
Laboratory Science (R)	30 semester periods (Integrated Science, Biology, Chemistry and Physics and/or Biology II are required)
Mathematics (R)	30 semester periods (Algebra I, II and Geometry are required, Pre-Calculus or College Algebra are recommended)
Social Studies (R)	30 semester periods (World History, U.S. History, U.S. Government, Economics are required)
Modern Language (R)	20 semester periods
Health (R)	5 semester periods
Physical Education (R)	30 semester periods in six of eight semesters
Keyboarding /Computer Literacy (R)	5 semester periods or pass a competency exam
Electives/Life Skills/Technology (R)	20 semester periods of elective credit
Fine Arts (R)	<u>20</u> semester periods
270 Semester Periods	

Work Exp/Career Ed 10 semester periods (5 Semester Periods Career Education)

Service Learning/

Community Service (R).....25 Clock hours for each year in attendance at MGA

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:

Science	15 semester periods (5 semester periods of Integrated/Physical Science & 10 semester periods of Biology)
Mathematics	20 semester periods plus competency of 9.0 grade equivalency
Modern Language	None required
Fine Arts	5 semester periods
Electives	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-PREPARATORY CURRICULUM

<u>NINTH GRADE</u>	SP	<u>TENTH GRADE</u>	SP
Religious Studies	10	Religious Studies	10
Integrated Science	5	Science (Biology I)	10
English I	10	English II	10
Mathematics	10	Mathematics	10
Keyboarding/Computer Apps	10	World History	10
Health	5	Career Education	10
Physical Education	10	Physical Education	10
Fine Arts/Applied Arts Elective	<u>10</u>	Fine Arts/Applied Arts Elective	<u>5-10</u>
	Total 70		Total 75-80
<u>ELEVENTH GRADE</u>	SP	<u>TWELFTH GRADE</u>	SP
Religious Studies	10	Religious Studies	10
Science (Chemistry)	10	Science (Physics, Biology II)	10
English III	10	English IV	10
Mathematics (Algebra II)	10	Mathematics	10
U.S. History	10	Government/Economics	10
Modern Language	10	Modern Language	10
Physical Education	5-10	Physical Education	5
Fine Arts/Applied Arts Elective	<u>5-10</u>	Fine Arts/Applied Arts Elective	<u>5-10</u>
	Total 70-80		Total 70-75

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 their 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, or (3) if they are deficient in units required for the standard diploma (determined at the end of the 3rd quarter of the senior year). Students with only one F, Incomplete, or deficiency will be allowed to participate in graduation exercises.

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

Course descriptions are located on our website and are available at our front office.

ATTENDANCE POLICY

It is important for students to assume responsibility for their own behavior. In our society, consistent attendance, whether at school or at work, is a behavioral trait held in high esteem. Consistent attendance is required of all students and will assist in ensuring academic success.

School begins promptly at 8:00 am for grades TK-6 students. Dismissal times for each grade are as follows:

- Grades TK-1: 2:30 pm M-TH and 12:30 pm on Friday
- Grades 2-4: 2:45 pm M-TH and 12:30 pm on Friday
- Grades 5-6: 3:15 pm M-Th and 12:30 pm on Friday
- Grades 7-8: 3:35 pm M-Th and 12:35 pm on Friday
- Grades 9-12: Generally 7:30 am or 8:15 am, but varies by class

ABSENCE POLICY

There are two categories of absences at Mesa Grande Academy:

1. **School Related Absences:** School Related Absences are classes missed due to pre-approved school events. Examples are field trips, tour trips, off-campus school activities and athletic competitions.
 - a. Students may only miss classes for scheduled varsity games if they are registered for the varsity class.
 - b. Attendance will be taken at required off-campus school activities, such as beach day, community service day, or spring picnic.
 - c. If the student does not attend a required off-campus school activity, he or she will be given a personal absence for that day.
 - d. School related absences will not negatively affect the attendance record.
2. **Personal Absences:** Personal Absences can be either pre-arranged or unplanned absences, and may or may not be excusable.
 - a. **Prearranged Personal Absences:** Prearranged absences include medical or dental appointments, court appearances or other pre-planned activities (arranged with the school prior to the absence) . These are generally considered excused absences (the notable exception being absences during semester final tests).
 - b. **Unplanned Personal Absences:** The only personal non-prearranged absences that can be recognized as excusable include the following:
 - i. Sickness
 - ii. Death in the immediate family
 - iii. Natural disasters (storm, flood, earthquake, etc.)
 - 1) ***All of the above must have either a signed excuse by the parent or legal guardian the day the student returns to school or a phone call made to the office by the parent or legal guardian***, otherwise the absence will be treated as unexcused. All other absences will be treated as unexcused unless previous arrangements are made with the teacher or administrator. For example, if a parent wishes to take his/her child on a trip to Alaska,

arrangements must be made prior to the time of the trip for the absence to be considered excused.

In the event a student will be absent from class/school without prearrangement, a parent must call the office to provide notification. This will allow the teachers to be notified that that the student is absent with cause.

Students who miss more than 15% of any class (both school and personal absences) during a semester risk the loss of credit for the class. 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.

PRE-ARRANGED ABSENCES, EXCUSED ABSENCES AND MAKE UP WORK

Students generally have one day for every day they are absent (excused) to make up assignments and tests. However, for pre-arranged absences, a teacher may require some work to be done prior to the absence. No tests or quizzes may be made up when absences are unexcused, except at the discretion of each individual teacher.

LEAVING SCHOOL DURING SCHOOL HOURS

Students may not sign out of school. To remove a student from the premises during the school day, a parent must sign the student out on the "Sign Out" sheet in the office. A note from a parent with the current day's date is required for someone other than the parent to sign out a student. Also, someone other than the parent or guardian must be listed on the *Student Release Form*.

TARDY POLICY

Tardy students are a disruption to a class in progress. We believe that is part of our responsibility to instill good attendance habits in our students to prepare them for the work world.

If a student arrives late to class, but within the first 10 minutes, they will be marked tardy in our Student Information System. Students will be marked absent if they are tardy more than the first 10 minutes of class. However, students are required to attend the remainder of the class or they will be considered truant. Other specifics related to tardies are:

1. Periodic tardies resulting from late arrival to school due to unforeseen circumstances (including traffic or medical issues) require a parent/guardian to call or to come into the office to have the tardy excused - otherwise it will be marked as an unexcused tardy. Habitual tardies will not be excused.
2. A student who arrives to a class, without a campus pass excusing the tardy, after the final bell has rung will be marked tardy.

Consequences for Excessive Tardies: At the 3rd tardy in the same period, a student will serve a lunch period detention and pay a \$5.00 fine.

Recorded Tardies do not carry over to the next quarter.

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 will attempt 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 held responsible for their contribution to truancy.

Consequences for Truancy:

- First offense – Level I Infraction - Student will serve a lunch period detention and pay a \$5.00 fine.
- Second offense – Level II infraction – Student will serve a half-day in-house suspension
- Third offense – Level II infraction – Student will serve a full-day in-house suspension. Mandatory parent /student/administrator meeting.
- Additional Truancy – Level III infraction - consequences up to withdrawal from school.

CODE OF CONDUCT

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. Behavior that distracts other members of the school community from pursuing this purpose will result in an appropriate response from faculty, staff, and school administration. This code of conduct is designed to guide students to make intelligent choices based on eternal principles and to correct behavior that is not in harmony with the standards of the Mesa Grande Academy community.

LIFE STYLE COMMITMENT

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.

Students at Mesa Grande Academy are required to sign the following pledge for acceptance:

As a student of Mesa Grande Academy, I pledge to support a safe and orderly environment by first, promising to read, become familiar with, and follow the policies outlined in the MGA School Bulletin, and secondly, by choosing, both on and off campus, to:

- *Seek to develop my emotional, mental, physical and spiritual energies to serve and honor God.*
- *Be **Trustworthy** – Show Integrity, Honesty, Reliability and Loyalty*
- *Show **Respect** – Follow the Golden Rule, be Tolerant, Accepting, Non-Violent, and Courteous*
- *Live **Responsibly** – Pursue Excellence, be Accountable for my Choices, Exhibit Self-Control including abstaining from the use of tobacco, alcohol, or other illicit drugs or substances*
- *Show **Fairness** – Be Just and Open-minded*
- *Be **Caring** – Exhibit Concern for Others and Live Charitably*
- *Seek to be a **Good Citizen** – Do my Share, Respect Authority and Obey the Law*
- *Strive to make consistent and successful progress toward achieving my highest academic potential.*

STUDENT EXPECTATIONS

The purpose of the student expectations is to provide the student body with a safe and orderly academic and social setting. These regulations should also enable MGA students to grow in their respect for each other, for the MGA faculty, staff, administration, and for the campus environment.

Students will:

1. Respect administration, staff, teachers, fellow students and one's self at all times
2. Attend school daily, being on time to class
3. Give the best academic effort at all times
4. Abide by the MGA rules and regulations
5. Be an active member of the school community
6. Maintain academic honesty and integrity
7. Comply with the MGA dress code
8. Help keep classrooms, school grounds, and other buildings clean and neat
9. Behave responsibly, maintain a sense of humor, be kind and considerate to all members of the MGA community

When students enroll at Mesa Grande Academy, they become representatives of the school and are expected to conduct themselves in ways that honor the school whether on or off campus, at any school-sponsored activity, or during vacations.

HARASSMENT / BULLYING

Harassing behaviors of any kind are wrong – physical, verbal, online or off, before, during or after school. It is never acceptable. All members of the school community are committed to ensuring a physically and emotionally safe environment. We strive to value the rights of all people to learn without fear. A student shall not intimidate, harass, or shame another student through words or actions. Such behavior includes, but is not limited to, direct physical contact, such as hitting or shoving; verbal assaults, such as threatening, teasing or name-calling; and social isolation or manipulation, and digital/social media assaults.

When such conduct is repetitive or appears likely to be repeated, it is considered bullying. MGA expects students, parents and/or staff to immediately intervene and report incidents of bullying. Students who are found to be engaging in bullying behavior will be subject to discipline. Parents will be notified and law enforcement will be contacted if appropriate.

INSUBORDINATION

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

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

PUBLIC DISPLAY OF AFFECTION/PREGNANCY

Students are expected to maintain high Christian standards in their friendships and social conduct. Students must respect themselves, their peers, their teachers, as well as younger, elementary students, parents and other persons who enter the campus. Public display of affection is not conducive to an academic environment. Students engaging in excessive physical contact or other activities with sexual overtone, and/or explicit sexual acts will be subject to disciplinary action up to and including dismissal from school.

Pregnancy among students is considered incompatible with the school program. Parties involved will be counseled and we will assist in transferring enrollment to alternate educational environment(s) for the those involved.

SEXUAL HARRASSMENT/DISCRIMINATION

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

DEFINITIONS

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

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

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

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

- a) Physical assault or battery, including cornering, blocking, leaning over, or impeding normal movements.
- b) Inappropriate or unwanted touching.

- c) Direct or implied threats that submission to sexual advances will be a condition of, for example, getting good grades, being put on a team or allowed in a club, or receiving a promotion or award.
- d) Direct or subtle propositions of a sexual nature, including sexual flirtations.
- e) Dating, requesting dates, or entering into a romantic relationship between a student and an employee or faculty member.
- f) A pattern of conduct that would cause discomfort and/or humiliation to another individual, including, but not limited to:
 - i. Physical conduct—including unnecessary touching. Touching an individual's body or clothes in a sexual way, massaging, grabbing, fondling, stroking, or brushing the body; touching a student's private parts.
 - ii. Verbal conduct—including, for example, remarks of a sexual nature about a person's clothing or body; sexual slurs, threats, derogatory comments, sexually degrading descriptions, remarks about sexual activity or speculations about previous sexual experiences; spreading sexual rumors, graphic comments, inappropriate sexual sounds or verbal expressions or overly personal conversation.
 - iii. Visual conduct—including, for example, leering, sexual gestures, or the display of sexually suggestive objects, drawings, pictures, language, cartoons, or jokes.
- g) Use of electronic and digital means, including the Internet, social media, e-mails, and cell phones, to transmit, communicate, or receive sexually suggestive, pornographic, or sexually explicit pictures, messages, or materials.

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

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

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

Retaliation—Retaliation occurs when intimidation, threat, coercion, or other discriminatory action is used against an individual who has brought a concern or reported a possible violation

of a federal civil right or school regulation. This includes formal or informal reports of a violation and reports regarding a violation of an individual's rights or the rights of others.

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

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

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

PROCEDURES FOR REPORTING

Mesa Grande Academy encourages students who believe they have experienced any form of sexual harassment, discrimination, or sexual misconduct of any nature to report such conduct promptly. Procedures have been established to provide a supportive process for students who report harassment and to ensure an equitable process for individuals accused of misconduct. These procedures reflect MGA's efforts to conduct timely, thorough, and equitable investigations.

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

FILING A WRITTEN COMPLAINT

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

1. Report the incident in writing to the principal. Written complaints should be filed as soon as possible from the date the incident occurred though delay should not be seen as an excuse for not reporting.
2. Written complaints should include, as far as possible, the following information:
 - a. Name, address, telephone or other contact information of the person making the report
 - b. MGA affiliation of the person making the report (for example: student, employee, faculty, third party)

- c. Date of alleged violation
- d. Location of alleged violation
- e. Person(s), name and title, of the alleged harasser
- f. Description of what happened
- g. Other relevant information—(for example, if you previously reported this matter, including name and departments of all other persons with whom you have discussed this matter)
- h. Signature and date.

INVESTIGATION AND CORRECTIVE ACTION

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

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

CONFIDENTIALITY

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

RETALIATION PROHIBITED

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

DISCIPLINARY ACTION

Any member of the school community—faculty, staff, administrators, or students—who is found to have engaged in sexual harassment, discrimination, or sexual misconduct, is subject to disciplinary action up to and including dismissal or expulsion.

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

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

PARENT EXPECTATIONS

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

Parents will:

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

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

DISCIPLINE POLICY

When students enroll at Mesa Grande Academy, they become representatives of the school and are expected to conduct themselves in ways that honor the school whether on or off campus, at any school-sponsored activity, or during vacations. When needed, discipline will be designed to help the student progress toward a more meaningful acceptance of Christian behavior and conduct necessary for creating a positive school environment. In order to provide clear rules and guidelines for student conduct and expectations for consistent and timely discipline, Mesa Grande Academy has established standards of consequences that range from verbal warnings to expulsion from school. Demerit points are applied when repeated attempts have been made to resolve a discipline issue or if the offense is deemed more serious in nature and can be assigned by school administration. This list is a guide and is not intended to be exhaustive or prescriptive.

DISCIPLINARY ACTION

For schools, it is often easiest to codify discipline and hold students accountable for “good” behavior by imposing a set of consequences that with students. Expectations for behavior are clear and the range of consequences is defined. We have that in place.

However, Administration reserves the right to make use of the elements of a Restorative Justice Discipline model to guide students in correcting unacceptable behaviors, especially if the behaviors are not related to student safety. In Restorative Justice, students are required to

address and respond to the following questions that focus on education, change and restitution:

- “What happened?”
- “What were you thinking about at the time?”
- “What have you thought about since?”
- “Who has been affected by what you have done? In what way?”
- “What do you think you need to do to make things right?”
- “What do I need to change in my behavioral practices in the future?”

Teachers begin the year teaching students the rules and regulations for their individual classes and the school as a whole. Each teacher is also required to maintain an assertive discipline plan which includes a concise and concrete set of classroom rules and procedures designed to teach positive behavior. In addition teachers are encouraged to talk to students regarding inappropriate behavior in such a way as to encourage the students and avoid embarrassment.

The following chart shows the general guidelines that can provide for consistency and clear expectations and consequences. However, every disciplinary situation can vary, so each situation is evaluated by Administration on its own merit and circumstance. Not all disciplinary circumstances are necessarily addressed in the tables below.

LEVEL I	DESCRIPTION	DISCIPLINARY ACTION
<p>Level I</p> <p>Level I infractions are generally minor violations that are usually first-time offenses and are considered warnings.</p> <p>0-3 Demerit Points</p> <p>In addition to points, consequences may include one or more of the following:</p> <ul style="list-style-type: none"> • some form of community service • written assignment • contract • specified requirement(s) 	<p>Examples of Level I infractions include but are not limited to:</p> <ul style="list-style-type: none"> • Dress Code violations (See more details in the Dress Code Policy) • Use of cell phones in class (see more details in Cell Phone Policy) • Classroom behavior detrimental to the teaching environment • Student vehicle policy violation • Talking back to or disrespecting a teacher/staff • Use of profanity • Attendance (See more details in the Attendance Policy) • Truancy (1st offense - See more details in the Truancy Policy) • Any minor disregard for student regulations or policies • Inappropriate public display of affection • Unauthorized access to school property (climbing fences, propping doors, roof access, etc.) • Dishonesty, plagiarism or cheating, 1st offense • Minor bullying behavior(s), or harassing behavior(s) toward another student or teacher (1st offense) 	<p>Level I Action</p> <ol style="list-style-type: none"> 1. Report of student offense is recorded in our SIS and administration may be notified. 2. Student may be asked to sign a referral form. 3. Demerit points and other possible consequences are assigned. 4. Final actions are recorded in our SIS.

LEVEL II	DESCRIPTION	DISCIPLINARY ACTION
<p>Level II</p> <p>Level II infractions are generally major violations of MGA's rules, regulations and policies that may result in up to a 1-3 day suspension – in-house or at-home.</p> <p>4-7 Demerit Points</p> <p>In addition to points, consequences will include one or more of the following:</p> <ul style="list-style-type: none"> • any combination of Level I consequences • on or off campus suspension • disciplinary probation contract • liability for damages 	<p>Examples Level II infractions include but are not limited to:</p> <ul style="list-style-type: none"> • Multiple or flagrant Level I infractions • Major classroom disruption • Willful disrespect toward a student or teacher • Insubordination or defiance of authority • Truancy (2nd offense - See more details in the Truancy Policy) • Dishonesty, plagiarism or cheating, 2nd offense • Possession of or involvement with pornographic material • Language, gestures, or behavior that is vulgar or obscene • Fighting, hostile action, hazing or any willful act that may cause injury • Theft, invasion of privacy, possession of stolen property or destruction of another's property (1st offense) • Inappropriate electronic posting/digital communication or involvement on social media of anything that defames students, school personnel • Defamatory or slanderous communication targeting any student, staff member or parent. • Purposeful vandalism (1st offense) • Willful disobedience of the Life Style Commitment/Student Handbook policies • Repeated bullying behavior(s) or harassing behavior(s) toward another student or teacher (2nd offense) 	<p>Level II Action</p> <ol style="list-style-type: none"> 1. Report of student offense is recorded in our SIS and administration is notified. 2. Administration interviews student and may begin an investigation. 3. Parents are notified of offense and a meeting is scheduled with an administrator. 4. Administration determines exact number of points and/or suspension. 5. Final actions are recorded in our SIS.

LEVEL III	DESCRIPTION	DISCIPLINARY ACTION
<p>Level III</p> <p>Level III infractions are serious violations of MGA’s rules, regulations and policies that result in a <u>MINIMUM 3-5 day suspension – in-house or at-home.</u></p> <p>8-12 Demerit Points</p> <p>In addition to points, consequences will include one or more of the following:</p> <ul style="list-style-type: none"> • any combination of Level II consequences • suspension • disciplinary probation • contract that could include counseling or community service • liability for damages • failing grade • loss of office (grades 8-12) • ineligible to participate in extra-curricular activities for a determined length of time • possible withdrawal or expulsion. <p>An accumulation of 13+ points can result in withdrawal from school.</p>	<p>Examples of possible Level III infractions include but are not limited to:</p> <ul style="list-style-type: none"> • Multiple, flagrant and serious Level II infractions • Immoral or scandalous conduct (any speech, writing) on or off campus at any school function or at any time (including social media postings) • Construction and use of web sites or social media sites that defame students, school personnel or other entities as deemed inappropriate by MGA administration • Defiance of authority and/or school policies of a serious nature • *Theft or destruction of another’s property • *Possession/use of any weapon, including but not limited to knives and firearms (real or imitation) or pepper spray • Offering to provide, possessing*Possessing, furnishing, using, distributing, selling, purchasing, transporting or being under the influence of any controlled substance or intoxicant (including alcohol, nicotine, or any drug paraphernalia including vaping) on or near school property or at any school function. • Selling, distributing, or giving one’s prescription medication to another student. • *Lighting fires, and/or possessing, using or threatening to use any incendiary or explosive devices. • Direct involvement as principal or accessory in any malicious mischief • *Direct involvement as principal or accessory in any crime where student arrest or arraignment takes place – immediate withdrawal or expulsion • *Any inappropriate sexual activity, excessive physical contact, or other activities with sexual overtone or sexually explicit acts. • Any sexual or aggravated assault on or near school property, at any school function on or off-campus – immediate withdrawal or expulsion • *Serious harassment / bullying (verbal, written, electronic, sexual, physical, etc.), hazing or any willful act that may cause injury (mental or physical) to another person • The use of any hate language or the distribution of any hate literature including that which is racial, ethnic, sexual, gender related or religious in nature • Conspiracy or the act of a serious dishonest behavior that includes falsifying documents • Cheating, plagiarism or academic dishonesty (3rd offense) 	<p>Level III Action</p> <ol style="list-style-type: none"> 1. Report of student offense is given verbally or in writing to administration. 2. Administration interviews student and begins an investigation. 3. Parents are notified of offense and a meeting is scheduled with an administrator. 4. MGA Administrative Committee determines consequences. 5. Consequences are documented. 6. Parents are provided a copy of what is documented. <p>*Indicates infractions that are kept on continuous record while enrolled at MGA.</p>

Special Note: In some cases, more than one category of discipline may apply. In an effort to increase the potential for a timely and honest resolution of a discipline situation, students who exhibit truthfulness and integrity in the discipline process may receive a reduction in the discipline response.

SUSPENSION

Discipline matters deemed severe enough to warrant action by the school's administration are serious and may begin a process that could lead to the student's dismissal. Progressive discipline will generally apply. However, there may be circumstances where progressive discipline is not appropriate and immediate removal may be necessary.

Suspensions may be in-house (at school) or at-home. Suspensions usually range from 1-5 days and are at the discretion of the administration. While on suspension, the student may not be on campus without the express permission of the principal (for example, in the case of an in-house suspension). During the suspension, the student shall not participate in any school-related or school-sponsored activities

CRIMINAL ACT

If a student is convicted of violating a criminal statute, on or off campus, the student will be asked to withdraw from the school. Mesa Grande Academy reserves the right to involve the police and/or other law enforcement agencies when deemed necessary and/or required by law.

ADMINISTRATIVE AUTHORITY

If deemed necessary, the Administration can typically suspend a student for up to 10 school days in addition to assigning demerit points. Any class assignments given to students during suspensions will be completed by the time they return to class.

APPEAL PROCESS

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

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

READMISSION

Any student who has been asked to withdraw or is expelled shall be allowed to apply for readmission after at least one full semester at another educational institution. To be considered, the student must not have had any discipline-related actions. If a student desires to be readmitted to MGA they shall submit a written statement, with evidence from the educational institution, to the principal, who shall recommend admission or non-admission.

The statement should include:

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

REDEMPTION

A student will start each school year with **zero points**. Points will accumulate throughout the school year that could possibly result in more serious consequences if a student continues to accumulate demerits. If a student goes nine weeks without receiving further points following an incident, the total number of points will be cut in half by the administration. If a student continues another nine weeks without any demerits, the number will be cut in half again. And continue to be cut in half until the number reaches zero.

Some infractions are kept on continuous record while enrolled at MGA. See the Disciplinary Infraction Chart

WITHDRAWAL/EXPULSION

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

Mesa Grande Academy shall have the sole discretion to interpret, administer, and implement all student behavior expectations and policies.

CITIZENSHIP GRADE

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

DRESS CODE POLICY

Mesa Grande Academy is committed to adopting a dress code that demonstrated modesty and reflects a commitment to excellence. Uniforms have been adopted as the only appropriate dress for school. These must be purchased through Lands' End. Students are encouraged to look their best at all times and avoid conflict with the school over issues of dress. Parents are urged to support the school policy by being actively involved in their student's clothing and appearance decisions.

School uniforms are to be worn before and during scheduled school hours through a student's last class of the day. "Non-academic attire" that is in harmony with the ideals of MGA may be appropriate for some school activities, such as Dress Down days in grades TK-8. At such times, students (and parents) will be notified.

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

UNIFORMS FOR GRADES TK-6 (LANDS' END ONLY)

Please note: Students in grades TK-6 must purchase at least 1 pair of khaki pants and one red polo shirt for fieldtrips.

Boys:

- Polo shirt—red, grey, navy blue
- White oxford shirt
- Pants/shorts—khaki, navy blue

Girls:

- Polo shirt--red, grey, navy blue
- White oxford shirt
- Pants/shorts—khaki, navy blue
- Skirts/skorts—khaki, navy blue, school plaid
- Dresses/jumpers—navy blue, school plaid

(Leggings, tights, or bike shorts must be worn beneath skirts, dresses and jumpers. They **must be** solid and in MGA colors—red, white, black, navy blue, gray, khaki).

UNIFORMS FOR GRADES 7-12 (LANDS' END ONLY)

Boys:

- Polo shirt—red, grey, navy blue, white, black
- White oxford shirt
- Pants/shorts—khaki, navy blue, black

Girls:

- Polo shirt—red, grey, navy blue, white, black
- White oxford shirt
- Pants/shorts—khaki, navy, blue, black
- Skirts—khaki, navy blue, black, school plaid
- Dress—navy blue, khaki

For additional, detailed options with MGA's uniform, please refer to our website or www.landsend.com using our school code 900185406.

OUTERWEAR (JACKETS, SWEATERS, HOODIES)

All outerwear, including jackets, sweaters, and hoodies, must meet the following requirements:

- Must be in a single or two-tone, solid color (no pattern) and in school uniform colors (navy blue, red, grey, white and black) and guidelines.
- May not have logos except for MGA logos (inconspicuous manufacturer's logos excepted).
- A school uniform must be worn beneath all outer garments.
- Outerwear from recognized school organizations and Mesa Grande Academy letterman jackets are allowed.

GENERAL DRESS GUIDELINES

- Clothing should be neat, clean, fit appropriately and be in good repair. Frayed, torn, ripped, or otherwise defaced uniform clothing is not acceptable. All uniforms must be of appropriate size and must be worn as intended by the uniform provider.
- Gender appropriate clothing must be worn.
- Pants, skirts, and shorts must be worn at an appropriate hip level as designed by the manufacturer. No rolling of hem or waist.
- Shirts must be buttoned appropriately so that modesty is maintained at all times.
- Shoes or close-toed sandals must be worn at all times and must be appropriate and safe for the situation. Flip-flops, CROCS or anything similar, are not allowed as part of the dress code.
- Clothing accessories (such as belts, etc...) must be simple, basic, and blend with the uniform. Accessories should not contain studs, spikes, colors or designs, outside of our uniform colors. Socks/hosiery must be worn in solid MGA school colors (red, white, black, navy, gray, khaki).
- Hats, hoods, bandanas, or other head coverings may not be worn in class during a student's scheduled school hours. MGA sports team hats worn during varsity and PE class time and head coverings specifically approved by Administration are the only exceptions. Other hair accessories should blend with the school uniform.
- Jewelry of any kind, which includes cause/support bracelets, chastity rings, and other similar jewelry may not be worn at school or at any school function.
- Extreme hair styles (mohawk or spiked) or colors, colored tips, colored streaks/highlights (in colors that are not natural hair colors – e.g. green, pink, blue, purple, etc...), and cosmetics, including conspicuous nail polish (non-natural nail colors), and tattoos of any kind, are outside the accepted guidelines.
- Any visible layers should be in school colors.
- School-approved shirts/blouses/jumpers/dresses are required to be worn beneath sweatshirts or other outer clothing.
- Attire obtained on school-sponsored fieldtrips/activities may be worn by the organization members if the entire organization/class wears them on a given day chosen by the teacher/school OR the day is selected and approved in advance.

ADDITIONAL EXPECTATIONS

All accessories and clothes worn for school events outside of uniform hours, should reflect Christian values and be appropriate and modest. Logos, graphics, or words that depict violence, drugs, illicit substances, alcoholic beverages, and sexually suggestive topics are not allowed. Anything that is in any way offensive should not be associated with MGA students.

SWIM ATTIRE

On occasions when a school event necessitates the use of swim wear, modesty should be practiced. Girls, please wear modest one piece swimsuits. All other swimsuits require a covering such as a t-shirt. Boys, please wear “board short” style swim suits. Speedos may not be worn.

CONSEQUENCES FOR DRESS CODE VIOLATIONS – GRADES 7-12

First violation—

- The student will receive 0-1 demerit points and respective consequences according to the Discipline Policy.
- The student must make a change in attire to be allowed back in the classroom.
- The violation will be recorded.
- The student may receive a written uniform non-compliance warning that must be signed by a parent and returned.

Second violation—

- The student will receive 1-2 demerit points and respective consequences according to the Discipline Policy.
- The student must make the needed change in attire to be allowed back into the classroom.
- The violation will be recorded.
- The student will receive a written uniform non-compliance notice that must be signed by a parent and returned.

Third violation—

- *The student will generally not be allowed to return to class until a parent/family member brings the necessary uniform item to the school office.*
- The student will receive a written discipline notice and will be assigned 2-3 demerit points and respective consequences according to the Discipline Policy, which may include insubordination.
- A parent meeting will be required and a behavioral contract for continued attendance at Mesa Grande Academy will be issued.

TK-6th Grade - Elementary students dress issues will be handled individually by the teachers or administration, with direct communication with parents. Non-correcting dress attire issues may involve steps similar to those listed above.

Administration reserves the right to make adjustments to this Dress Code Policy as needed.

STUDENT LIFE INFORMATION AND POLICIES

ACCIDENTS

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.

BEFORE SCHOOL/AFTER SCHOOL CARE (GRADES TK-6)

The campus is open for Before School Care beginning at 7:00 am. T K-6 students are to check in with the supervisor in the Day Care Room. Students will be supervised in the room or on the playground. At 7:30 am all students will be supervised outside unless the weather necessitates a move to the Pit.

There is a 30 minute grace period following class dismissal to pick up your student from the front lawn. After 30 minutes, all remaining students will be taken to After School Care. Charges begin at 3:45 pm M-Th and at 1:00 pm on Friday. Students must be signed out from After School Care by the adult who picks them up. After School Care closes at 6:00 pm M-Th, 4:00 pm on Friday, and at 6:00 pm on Minimum Days. The current charges for After School Care are listed in the Financial Policies brochure.

BEFORE SCHOOL/AFTER SCHOOL SUPERVISION (GRADES 7-12)

Students on campus after 3:40 pm are expected to be in supervised labs, sport practices, sport games, or be in other supervised school-related activities / areas. Students not involved in these supervised activities are required to leave campus or to be in the designated area of after school supervision (currently Library and Day Care). All other areas on campus are off-limits.

CLOSED CAMPUS

Mesa Grande Academy is a closed campus. Students must have permission to leave the campus at any time during the school day. Students are required to enter and exit campus only via approved gates for school or other events. 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 1 day in-house suspension in addition to other attendance penalties. In case of an emergency or an approved appointment, permission to leave campus may be obtained at the school office where the student must sign out. Students in grades TK-8 must have an adult sign them out, while student in grades 9-12 may sign themselves out with permission. In case of an illness, a student must check out at the school office. It is critical that the school office be aware of the location of all students.

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, need 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. Campus wide drills—fire, earthquake, lockdown—are held regularly. A disaster drill is scheduled once a school year.

GUM

Gum chewing is not allowed on campus at any time. Fines may be imposed for this infraction at the discretion of the administration.

HOMEPASS

Students with no classes in the afternoon elective periods or later, may, with prior parent permission, be allowed to check-out and leave campus. Early check-out forms are available in the office.

LOCKS, LOCKERS, AND BACKPACKS

Lockers—As a convenience to grades 7-12 students, the school provides personal and physical education lockers for each student. The administration reserves the right to inspect these lockers at any time. Students are urged to use these lockers for storing all their academic and personal items.

Gym Locker Room—For grades 7-12, the gym locker room is to be used only during the beginning and end of a student's PE class. The doors will be locked during class time and when the Gym is not being used for classes. Locker rooms are off limits for students unless they have a PE class. Students must place all valuables, such as wallets, purses, cell phones and other electronic devices, in their assigned lockers. Each student is responsible for securely closing his or her locker and never sharing the combination with anyone.

Backpacks—Backpacks are for the storage and transport of school related items and personal effects. With reasonable suspicion, the administration reserves the right to inspect a student's backpack at any time. The school is very limited in its ability to track down items stolen from backpacks left unattended. In an effort to motivate students to care for their backpacks and personal effects, administration may do periodic sweeps of the campus to pick up any unattended items. Students will need to come to the office to retrieve their backpacks. Parents will be notified and enlisted to help students care for their belongings.

LUNCH

Hot lunch is available for sale Mondays thru Thursdays. A monthly menu is established and published and students may order lunch each morning. Students are expected to maintain order when buying food and to respect the rules and regulations of the lunch room.

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.

MEDICATIONS

State law (California State Education Code, Section 49423) requires schools to adhere to strict guidelines concerning student medications. Prior to the school administering any medication, the *Order for the Administration of Medication by School Personnel* form must be completed and on file. Such medication must be delivered to the school in the original container as delivered by the pharmacy to the parent or pupil, and it must bear the original pharmacy label. Under Section 26027 of the Health and Safety Code, this label must contain the name and place of business of the seller, the serial number and date of such prescription, name of the person for whom such drug is prescribed, the name of such member of the medical profession who prescribed the drug, and must bear directions for use as prescribed by such member of the medical profession.

Ordinarily medications may not be administered by school personnel. However, the school office may administer the following non-prescription medications for a limited period of time (i.e. two days) provided a parent or legal guardian requests in writing, indicating the name of the child, name of the medication, dosage, and frequency:

Tylenol, Advil
Sudafed, Benadryl
Tums
Robitussin cough syrup

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

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

PARENT COMMUNICATION

Good parent-teacher communication is essential to a student’s success.

Telephone/e-mail—Telephone messages may be left for all teachers and they will return your call at their earliest convenience. Faculty and staff members may be reached via e-mail using this formula: firstname.lastname@mgak-12.org (e.g. John Smith would be john.smith@mgak-12.org).

FACTS (formerly known as RenWeb)—FACTS is a web-based site where the teacher can post grades, homework, a calendar, etc. for the students. This will keep you current on school events. Students and parents will be given an access code so they will be able to view their progress reports, watch class-related videos, or download documents. Teachers are required to upload grades once a week.

ParentSquare—ParentSquare is a web-based communication tool that allows the school to send newsletters, announcements, texts, and sign-ups via e-mail, text, and/or the ParentSquare app. It is the parents’/guardians’ responsibility to read these communications.

Parent-Teacher Conferences—Parent-teacher conferences are required for all parents during second quarter for grades TK-6 and will be scheduled by the school. In grades 7-12, two-day open house style meetings will be held in the middle of first quarter. Parent-teacher conferences in the spring are optional for all parents, unless a teacher specifically asks for a conference. Parents are encouraged to schedule any additional parent-teacher conferences as needed during any time of the school year.

Parent Visits—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.

Conflict Resolution—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 school board chairman, pastor, Southeastern California Conference (SECC) superintendent of school, or his or her designee.
- If the difficulty remains unresolved, a school 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 or her designee.

PERSONAL AND SCHOOL PROPERTY

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

- Students may not be in any school building or outside area without the supervision of a school staff member.
- The school does not assume responsibility for students’ lost or stolen property for students who are on campus.
- A student is expected to pay for damages he or she causes to school or personal property.
- Grades 7-12: Students will be assigned lockers with combination locks. No private locks are permitted. Unauthorized locks may be cut off without notice.
- Grades 7-12: Locker displays are subject to the general regulations of the school. Students are urged to keep their lockers clean at all times and to avoid sharing their locker combinations with others. All changes in lockers must be made through the office. Intentionally defacing or damaging lockers (or any other school property) is reason for immediate disciplinary action.

- The school discourages students from bringing large amounts of cash to school.
- The school is not responsible for musical instruments brought on to campus.
- Lost and found articles should be turned in to the office where owners may claim their property. The school reserves the right to donate or dispose of articles not claimed after one quarter.
- The school does not assume responsibility for damage or loss of personal property brought to or left on the school premises.
- 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 SCHOOL PROPERTY

- Electronic Devices (See Technology and Communication Policy below).
- 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 any time (with the exception of organized school activities). Unapproved use of these items on campus will result in confiscation and appropriate disciplinary action.
- 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.

SCHOOL SEARCH POLICY

The Mesa Grande Academy School Search Policy is effective for all students attending MGA. The policy is designed to balance the privacy of the individual student while allowing school officials to maintain a safe environment for all students. The school administration has the right and responsibility to conduct (in the presence of an adult witness, when possible) a search of student property, including the student, a student's automobile, clothes, and/or backpack (or similar personal items) when there is reasonable suspicion that a student may be in possession of drugs, weapons, alcohol, or other contraband in violation of a school rule, school policy, or law. A student's personal computer, tablet, smart-phone, or other technology may also be searched when there is reasonable suspicion that the devices contain information relevant to a serious violation of a school rule, school policy or law. The school will use reasonable efforts to make the search minimally invasive and targeted.

School property may be searched at any time for any reason. School property includes, but is not limited to, desks, lockers, school computers or electronic devices, classrooms, common areas, school athletic equipment, school vehicles, and any other property owned or controlled

by the school. Students have no privacy rights or expectation of privacy in the utilization of any school property.

Law enforcement may be contacted, where appropriate, before, during, or after a search.

When appropriate, the school may report violations of law to appropriate authorities. Parents will be notified after any search.

STUDENT 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.

STUDENT DRIVING AND PRIVATE AUTOMOBILES (HIGH SCHOOL ONLY)

At registration students who plan to drive to school will register their vehicle with the school office. 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 mph 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 generally permitted to drive personal vehicles to off-campus school-sponsored activities. However under special circumstances, permission may be granted if the student drives alone or 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.

STUDENTS OF AGE

Students, who turn 18 years of age prior to graduation from Mesa Grande Academy, surrender their non-minor rights while on campus or during any school-related activity. They are required to abide by all school rules and policies. This includes, but is not limited to, the signing of

permission slips, off-campus privilege forms, and parent-teacher communication forms, all of which require parental involvement, approval, and signature.

TECHNOLOGY AND COMMUNICATION POLICY

General Electronic Equipment— Personal electronic equipment is generally not allowed on campus unless they are designed and intended to be used for educational pursuits. This includes (but not limited to): Radios, CD players, audio players, IPODs, MP3/4 players (digital audio players), TVs, DVD players, portable speakers, video game controllers, electronic games, or any other electronic devices emitting sounds or signals.

Computers/tablets may be brought on campus for educational pursuits only. Entertainment or other non-academic use may result in the loss of the privilege to bring on campus.

Any allowed electronic item brought on campus is the sole responsibility of the student who brought the item. MGA cannot assume responsibility for items that are stolen, lost, or broken. These items must be secured and concealed except when their use is allowed. They must be secured in the student's possession or locker and not left in a backpack unattended. Any electronic equipment that is not authorized for use by a teacher, in a class, must be out of sight and not used throughout the school day.

Cell Phones, Smart Watches, Earbuds or similar—

For the health and well-being of all of our students, while at Mesa Grande Academy, we ask our students to take a break from the use of cell phones and similar devices at school. Cell phones/smart watches/earbuds may only be brought on campus for communication with parents before or after school. They must remain concealed, and may be used **only** with permission of a teacher or staff member. Typical teenage uses of cell phones that include entertainment, gaming, social media, texting and other non-educational pursuits are put on hold for other times and places.

Grades TK-6: Phones/devices are not to be used during school hours or while under MGA supervision, and must be silenced and stored out of sight. We ask that you not contact your child by cell phone during school hours. In an emergency, if you need to contact your child, the office or teacher will be happy to assist you in communication. Similarly, if your child needs to contact you, we will facilitate communication.

For issues of safety and privacy, phones may not be used to talk, take pictures, play games, access social media, record, post to social media, video, or text during school hours, including recesses and daycare.

The exception to the policy is that students in afterschool activities may use their cell phone/device to communicate with their parents about transportation or similar plans, **ONLY** with the supervisor's permission and direct supervision. Students in grades TK-6 may have a cell phone/device at school under teacher supervision, provided the TK-6 Permission Form for Cell Phone/Communication Device on Campus is signed by a parent and on file in the school office.

Grades 7-12: Any cell phones Cell phones are not to be used during school hours or while under MGA supervision, and must be silenced and stored out of sight. Students are not permitted to have phones turned on or use them during class time (except as required by teachers). Violations will lead to confiscation. For issues of safety and privacy, students are not allowed to record other students or teachers without express permission. Any inappropriate use of cell phone or other device in text messaging, recording, posting, or communicating will lead to immediate confiscation, and may lead to further disciplinary action.

If a student in grades TK-12 violates the communication device policy, they will have the following consequences:

1. **First offense**—phone or device taken by school personnel, turned in to office. Student may pick up after school.
2. **Second offense**— phone or device is taken, turned in to office. Parent must pick up phone. A \$5 retrieval fee will be charged.
3. **Third offense**— phone or device is taken, turned in and kept in the office for one week or a \$30 retrieval fee paid. Parent must pick up phone and meet with an administrator.
4. **Fourth offense**—Student loses privilege of bringing a phone on campus for the rest of semester. Parent must pick up phone and meet with an administrator.

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

E-mail and Social Media – All digital communication on and off campus, including pictures and graphics, made from classroom computers, personal computers, tablets, and smart-phones must demonstrate a positive purpose and basic Christian principles of decency. Should it come to the attention of the school that a student has been digitally communicating inappropriate content on or off campus, the student will be subject to disciplinary action as outlined in the Discipline Policy. Every student should be reminded that they are expected to live in harmony with Christian moral principles both on and off campus.

Public Media and Social Network Policy for Students—

Social network sites are considered an extension of the classroom environment online and therefore are subject to these guidelines as well as the rules and regulations of Mesa Grande Academy. These guidelines are not meant to be exhaustive and do not cover every contingency.

Social Networks: Social network sites such as Facebook, Instagram, Snapchat, and other digital platforms and distribution mechanisms facilitate student communication with other students. Facebook and similar directories are hosted outside of MGA’s server. Violations of school policy (e.g. harassing language, drug or alcohol policy violations, copyright infringement, etc.) or the evidence of such violations in the content of online social networks or digital platforms are subject to investigation and disciplinary action under the Discipline Policy.

The school’s guidelines are intended to provide a framework for students to conduct themselves safely and responsibly in an online environment.

Students at MGA should:

1. Remember that the social network is an extension of the classroom. Students should not post anything on a social network site that they would not say, write, or show in the classroom. Use common sense, but if students are ever in doubt, ask a teacher or parent whether or not what they are considering posting is appropriate.
2. Know that speech considered inappropriate in the classroom is inappropriate on a social network site and could subject students to discipline. This includes, but is not limited to, profanity; racist, sexist, or discriminatory remarks; personal attacks.
3. Respect rights of privacy and safety. Recording and/or posting pictures or video of teachers or other students without express permission is prohibited.

School Telephones – Teachers and students will not be called during school hours except in cases of emergency. Office phones are for school business only. The school will give its full cooperation in delivering necessary messages as promptly as possible.

Computer Lab and Computer Carts Policy – It is a privilege to use the computer lab facilities and computer carts. Students may lose this privilege for any of the following reasons:

- changing computer configurations, or accessing servers, files, folders or network areas without permission.
- accessing inappropriate internet sites as explained in the school policy
- taking equipment apart or damaging it
- downloading games or other data unrelated to the specific assignment
- disrespecting the instructor

Educational Purpose – Use of the Internet has been established for a limited educational purpose. The term “educational purpose” includes classroom self-discovery activities. Internet access has not been established as a public access service or a public forum. Mesa Grande Academy has the right to place reasonable restrictions on the material students can access or post through the system. Each student is also expected to follow the rules set forth in this Acceptable Use Policy. Students may not use the MGA Internet connection for commercial purpose. This means students may not offer for sale or purchase products or services through the school’s Internet connection.

Student Internet Access – Students will access the Internet only with direct knowledge of the teacher and when an adult is present in the room. Students will have e-mail access only under their teachers’ direct supervision using a classroom account. Each student and their parent **must sign** an Acceptable Use Agreement in order to be granted permission to use the MGA Internet connection. The parent or teacher retains the right to withdraw their approval at any time.

Appropriate/Inappropriate Uses – The following uses of the Mesa Grande Academy Internet connection are considered unacceptable:

- A student should not post personal contact information of themselves or others on the Internet. Personal contact information includes address, telephone, school address, work address, etc.
- A student should not agree to meet with an online acquaintance without parents’ approval.

- Students are also required to promptly disclose to the teacher or other school employee any message received that is inappropriate or makes them feel uncomfortable.
- A student shall not attempt to gain unauthorized access to the MGA Internet account or to any other computer system. This includes attempting to log in through another person's account or accessing another person's files. These actions are illegal, even if only for the purposes of "browsing".
- A student shall not attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are also illegal.
- A student shall not duplicate contents of software, music files, etc... that are protected by copyright.
- Under no conditions shall students provide their password to another person.
- Students shall immediately notify a teacher or other school employee if they have identified a possible security problem.
- Restrictions against inappropriate language apply to public and private messages, as well as material posted on web pages. Students shall not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Students shall not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students shall not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. Students must stop sending messages when asked to do so by the addressee.
- Students shall not knowingly or recklessly post defamatory information about any person or organization.
- Students shall not re-post a message that was sent to them privately without permission of the person who sent them the message.
- Students shall not post private information about another person.
- Students shall not plagiarize works that they find on the Internet. Plagiarism is the act of using and passing off someone else's ideas, inventions, writing, etc. and presenting them as one's own.
- Students shall not use the MGA's Internet connection to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).

If a student mistakenly accesses inappropriate information they should immediately tell the teacher or another school employee. This will protect the student against a claim that they have intentionally violated this policy. Parents should instruct their children if there is additional material that they think would be inappropriate for them to access. The school fully expects that students follow their parents' instructions in this matter.

Privacy – Students should expect only limited privacy in the contents of their personal files on the school's computers. Routine maintenance and monitoring of school computers may lead to discovery that a student has violated this policy. An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. Teachers or parents have the right at any time to request to see the contents of the student e-mail files or other computer files.

Signatures of Compliance to this Acceptable Use Policy – Your signature signifying that you understand and accept Mesa Grande Academy’s Acceptable Use Policy is required on the appropriate form before Internet access can be granted. It also means that you will abide by the standards of use as set forth in this policy.

VAN TRANSPORTATION

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

The school vans are 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 school vehicle and remain seated while it 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.
- Unloading of the vehicle and crossing the street are under the direction of the driver and field trip sponsor.
- Drinking and eating is not allowed on school vehicles, 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 vehicle at all times.
- Objects of any kind shall not be thrown from the vehicle.
- 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 driver and requests for improved behavior as outlined in the above regulations, is expected of all passengers.
- Noncompliance with the above mentioned rules and/or the stated requests of the driver and/or a field trip sponsor may result in disciplinary action.

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-

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.

FINANCIAL POLICIES

Please find the Financial Policy brochure available online and at the front office.

ELEMENTARY STUDENT LIFE

DRESS-DOWN DAYS

Generally, on the second Friday of each month, elementary students are allowed to wear attire other than the mandated school uniform. All clothing worn must be modest and in harmony with the ideals of Mesa Grande Academy, including any logos or images.

JUNIOR HIGH SCHOOL STUDENT LIFE

8TH GRADE CLASS OFFICERS

Students have an opportunity to be involved in the planning of their class year 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 | ❖ Secretary |
| ❖ Social Vice | ❖ Parliamentarian |
| ❖ Religious Vice | ❖ Historian |

NATIONAL JUNIOR HONOR SOCIETY

Beginning the second semester of the 6th grade year, students who have a cumulative GPA of 3.5 will be considered for membership in the National Junior Honor Society. They must also meet the required leadership, community service and citizenship criteria (see National Junior Honor Society criteria for membership). Students will receive a membership card and pin and will be inducted during the 4th quarter of the school year. (GPA’s will not be rounded. They are computer generated to the thousandth’s place.)

HIGH SCHOOL STUDENT LIFE

STUDENT ASSOCIATION (SA) OFFICERS

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
- ❖ Legislative Vice President
- ❖ Secretary
- ❖ Treasurer
- ❖ Sports Director
- ❖ Promotions Director
- ❖ Parliamentarian

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
- ❖ 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 addressing student association interactions 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:

- ❖ SA and Class Presidents
- ❖ SA Legislative Vice President
- ❖ SA and Class Social Vice-Presidents
- ❖ SA and Class Religious Vice-Presidents.
- ❖ Student Association President.
- ❖ The Cardinal Editor (School Newspaper).
- ❖ Reflections Editor (Yearbook).

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 required leadership, community service and citizenship criteria (see National Honor Society criteria for membership). 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.)

CLUBS

The MGA Student Association Constitution allows the formation of Clubs to provide for specific focus and structure for various pursuits on/off campus. An adult sponsor is required to form a club. Outdoor activity clubs, academic-pursuit clubs, and international-student clubs are examples of clubs that might be formed.

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, Peru, the Dominican Republic, the Marshall Islands and Bulgaria. Every student has the opportunity to participate in CYB projects.

TRIPS/TOURS

Classes or groups may include trips and tours to various locations in their curriculum. Examples of tours include: US History 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.

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.