

Los Angeles Adventist Academy

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**Parent/Student Handbook
2025-2026**

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From the desk of the Principal

Dear Students and Families,

Welcome to Los Angeles Adventist Academy! We are excited to begin this journey with each of you and look forward to the growth, discovery, and achievements that lie ahead.

Our school is a place where every student is valued, challenged, and supported. We believe in fostering a safe and inclusive environment where curiosity is encouraged, effort is recognized, and character matters as much as academics. Whether you're joining us for the first time or returning, know that you are an important part of our school community.

This handbook is your guide to understanding the expectations, values, and opportunities that shape daily life at our school. It contains important information about our policies, programs, and procedures—designed to help you succeed both in and out of the classroom.

We encourage you to take full advantage of all that our school has to offer. Ask questions, try new things, treat others with kindness, and always do your best. Together, let's make this a year that we all can be proud of.

Here's to a successful, inspiring, and enriching school year!

God's Richest Blessings,

Carol Todd

Principal

Student Learner Outcomes

Los Angeles Adventist Academy students will be:

Educated for Eternity

Analytical Thinkers

Global Citizens

Learners For the 21st Century

Effective Communicators

Who We Are

Los Angeles Adventist Academy is a fully accredited, coeducational K-10 school committed to academic excellence in a nurturing Christian environment where students build noble character, develop exceptional leadership, and render unselfish service. The school is sponsored by thirty-six Seventh-day Adventist churches in the southern tier of metropolitan Los Angeles. The academy operates within the school system of the Southern California Conference of Seventh-day Adventists.

The curriculum conforms to national, state, and denominational standards by means of instruction that combines the best of tradition with sound innovative practice. The academy is accredited by the Seventh-day Adventist North American Division Commission on Accreditation and by the Western Association of Schools and Colleges (WASC).

What We Believe

Los Angeles Adventist Academy appreciates every student as being unique and of inestimable value. The school offers quality Christian education without regard to race, religion, national origin, or gender.

The scriptures clearly describe humans as distinctly man and woman. Our physical bodies are essential to bearing God's image. Genesis 1:27 says, "God created mankind in His own image, in the image of God He created them; male and female He created them." Los Angeles Adventist Academy will treat all students in accordance with God's original creation of their whole person.

Los Angeles Adventist Academy recognizes the unique challenges in the transgender community; however, **our care for students experiencing transgender struggles will not negate our expectation of adherence to established school rules and policies regarding this issue.**

Students who were born as males will be classified as boys, and students who were born as females will be classified as girls. Our policy will be consistent with the biblical teachings on sexuality of the Seventh-Day Adventist Church.

The School Board

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

School board meetings are open, except when sensitive topics are being discussed. In this instance, the board chairperson may call for an executive session, which is a closed meeting of

the board when only the regular and ex officio members are allowed to be present. The board may, however, invite interested persons to be present to provide needed information. However, such persons should be excused before the discussion and vote by the school board.

Historical Overview

Los Angeles Adventist Academy is a fully accredited coeducational K-8 school committed to academic excellence in a nurturing Christian environment where students build noble character, develop exceptional leadership, and render unselfish service. Thirty-five Seventh-day Adventist (SDA) churches in the southern tier of metropolitan Los Angeles sponsor the school. The academy operates within the school system of the Southern California Conference of Seventh-day Adventists, headquartered in Glendale, which governs under the auspices of the five-state Pacific Union Conference, headquartered in Westlake Village.

Established in 1923, the school relocated when construction of its present site was completed in 1948. It subsequently eliminated Grades 9-12 and operated as a K-8 school from 1955 to 1993. Service was restored to full K-12 status in 1993 when secondary operations from the former Lynwood Academy transferred to the Los Angeles campus as a result of an eminent domain seizure of the Lynwood property.

The curriculum conforms to national, state, and denominational standards by means of instruction that combines the best of tradition with sound, innovative practice. The academy is accredited by the Seventh-day Adventist North American Division (NAD) Commission on Accreditation and by the Western Association of Schools and Colleges (WASC). This accreditation status facilitates an efficient transfer of credits to SDA schools and other secondary schools, colleges, and universities—both public and private.

Seventh-day Adventist schools comprise the world's largest Protestant educational system and are recognized around the globe for exemplary education. Annual statistics indicated that over 85 percent of Los Angeles Adventist Academy graduates finish college or university and subsequently enter service-oriented professions. The academy is also known as the former school of four distinguished college presidents.

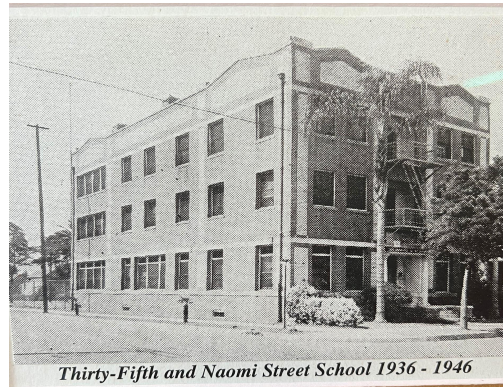
Because LAAA appreciates every student as being unique and of inestimable value, the school offers quality Christian education without regard to race, religion, national origin, or gender. The academy is established on the principle of God as Creator and human beings as His accomplished masterpieces who are capable of reaching their highest potential as contributing members of society. The school is also founded on the premise that all true knowledge and wisdom come from God, whose plan for building Christian character involves

the harmonious development of the mind (*mens*), body (*corpus*), and spirit (*spiritus*). The academy program, therefore, seeks to fulfill its basic belief that the Lord grants knowledge and wisdom for use in service, which embraces both this world and the world to come.

The academy has served South Los Angeles throughout its history with caring, credentialed teachers and continues to maintain a reputation of distinction in the community for the longevity of Christian service and accomplishment. Countless alumni from every walk of life, including ministry, medicine, law, education, journalism, business, fine arts, psychology, engineering, technology, and the trades, represent decades of the Los Angeles Adventist Academy tradition.



Watts/Compton Avenue Church and School 1923 - 1936



Thirty-Fifth and Naomi Street School 1936 - 1946



Guiding Principles of the Academy

Foundation

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

Philosophy

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

Mission

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

Vision

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

STUDENT AIM

“Prepared for Purpose”

Goals

Students are expected to glorify God through excellence as:

Ethical Decision Makers

Analytical Problem Solvers

Global Community Builders

Leaders for Today and Tomorrow

Effective Communicators & Collaborators

Covenant

The academy holds a sacred covenant with its churches to educate constituent students who apply. The school has also developed a commitment to educating students from the local community who subscribe to practical Christian living, positive attitudes toward school, active engagement in classroom learning, and personal confidence in their ability to experience progress. The school is firmly convinced that every student who so desires should be granted the opportunity to receive a quality education in an environment where learners engage in service as they also form lifelong friendships with Christian peers. The academy therefore willingly accepts highly motivated students with wide-ranging learning profiles as long as individual growth and progress are continual. This is possible because the school is blessed with a dedicated faculty who will do whatever it takes to help all students pursue their highest potential as learners and contributors. These inspirational educators motivate students to realize that they were created with everything they need to succeed in fulfilling God’s grand purpose for their lives. The sacred covenant of the academy ultimately leads students to adopt the balanced lifestyle of Luke 2:52—“And *“Jesus grew in wisdom (intellectually) and stature (physically) and in favor with God (spiritually) and man (socially).”*

Admissions Criteria

Who May Apply

Students considered for admission at any grade level are those who (1) desire to attend the school and agree to comply with required standards, (2) demonstrate readiness for the grade level for which they are applying or provide clear evidence of continuing growth and progress, (3) submit a satisfactory citizenship record from the school most recently attended, and (4) submit a satisfactory scholarship record from the school most recently attended.

Essential Documentation

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

Age of Kindergarten Entrance

The 2010 California law, called the “Kindergarten Readiness Act,” changed the cutoff date to September 1. All students entering kindergarten must be 5 years of age by September 1. Although kindergarten retention is not mandated, children who, in the professional judgment of the teacher and administration, need to spend two years in kindergarten may be re-enrolled in a kindergarten program. Students who inquire about enrollment in LA AA and have graduated from another kindergarten program **will be tested and reviewed by the teacher and administration before acceptance into the school**. Children are admitted to first grade if they attain the age of six years on or before September 1 of the current school year. The age of six years by September 1, is an official prerequisite for first grade entrance adopted by the Southern California Conference Board of Education.

Students with Special Needs

Los Angeles Adventist Academy is unable to fund the required staff or essential resources for providing special education services. Los Angeles Adventist Academy does not accept students who have serious mental, physical, or social disabilities. Parents of students with IEPs, 504 plans, or behavioral support plans must disclose this information before enrollment. As the academy offers a general education program, we do not have the specialized staff required to

meet all individualized needs. Families are encouraged to contact their child's public home school for additional resources and support services that may better align with their child's needs. The academy will not lead in the requirement for outside resources or services.

Attendance Policy

Regular attendance, which is compulsory in the state of California, is expected of all students. Regular attendance, promptness, and dependability are therefore, characteristics of successful students. Individual student attendance records are maintained to indicate class tardies and absences for each day that school is in session. If students have excessive tardies or absences, a meeting with the attendance officer will be required. **Students who arrive to school after 9:00 am will not be permitted entry without a valid excuse. Parents must accompany their child to the main office only and NOT to the classroom and sign the student absent/tardy admit slip.**

Attendance probation is assigned to students whose attendance grades are C or below at the end of the quarter. These students will be placed on attendance probation until the interim of the next quarter (4 1/2 weeks). Students who remain on attendance probation longer than one quarter are required to meet with the Character Development Committee (CDC) along with a parent to determine whether enrollment in the academy should continue.

Tardiness is failure to be in the assigned place when class begins. If a tardiness occurring at the beginning of the school day is to be excused, a parental, medical, or court appointment note is required upon the student's arrival at school. Students will be allowed three parental excuses per quarter.

An excused absence is an absence due to a verified illness, medical, dental, or optometric service; quarantine; bereavement; court appearance; or a school-sponsored activity. A written excuse from the parent or medical professional that includes the student's name, date(s) of absence, reason for absence, and parent's signature is to be submitted upon the student's return to school.

An unexcused absence is any absence that does not meet the criteria for an excused absence and/or any absence for which no written excuse is provided. Absences not cleared within three school days of the return date are recorded as unexcused.

Prearranged excused absences are cleared in advance with a written request from the parent and approval from administration in order for teachers to provide prearranged class assignments.

An **extended absence** involving a prolonged illness of three or more consecutive days requires that a physician's clearance be provided. A physician's clearance is also required if a student is chronically ill or unable to participate in physical education activities for three or more days. Students whose absences involve 20 percent (*8 or more days*) or more of any grading period are subject to forfeiting grades.

Please note: Hair appointments, birthday trips, family outings, or anything that is unrelated to a medical, court appointment or illness will be considered an unexcused absence.

Truancy is failure to attend school on a regular, punctual basis, exceeding 3 or more unexcused absences or tardies in one quarter. Dismissal, reapplication, and probation are required following acts of truancy. School site personnel must enter all corrections to attendance records no later than the end of each quarter. Any student who is deemed habitually truant or is irregular in attendance in school may be referred to the attendance officer. The attendance representative will send a notice to parents/legal guardians, informing them of the date, time, and location of the attendance hearing.

Behavior Expectations

Discipline Foundation Policy

I. Purpose

This Discipline Foundation Policy provides a Christ-centered framework to guide behavior expectations, interventions, and restorative practices for students in grades K–10. The goal is to cultivate a safe, nurturing, and spiritually enriched environment where every student can grow in character, academics, and faith in harmony with the principles of the Seventh-day Adventist Church.

II. Philosophy of Discipline

The philosophy of discipline at our school is based on:

- Biblical principles of love, forgiveness, and accountability.
- Restoration and growth, rather than punishment.
- Partnership among school, home, and church to nurture the whole child—mind, body, and spirit.

We believe discipline should:

- Lead students to reflect on their behavior.
- Restore relationships.
- Build personal responsibility and spiritual maturity.

III. Guiding Bible Texts

- “Train up a child in the way he should go...” – Proverbs 22:6
- “Be kind to one another, tenderhearted, forgiving one another...” – Ephesians 4:32
- “Let all things be done decently and in order.” – 1 Corinthians 14:40

IV. School-Wide Behavioral Expectations

We encourage students to model the Fruit of the Spirit (Galatians 5:22–23) and demonstrate the following:

Value	Behavioral Expectation
Respect	Treat yourself, others, staff, and property with care and dignity.
Responsibility	Be on time, prepared, and accountable for choices.
Integrity	Always speak and act truthfully and ethically.
Compassion	Support and encourage peers. Show kindness.
Spiritual Growth	Participate in worship and spiritual activities.

V. Tiered Support System for Behavior

Tier 1—Prevention & Expectations (All Students)

- Clear rules and procedures explicitly taught and reinforced.
- Morning devotions and chapel reinforce moral and spiritual values.
- Positive behavior incentives and student recognition.
- Schoolwide agreements posted in classrooms.

Tier 2 – Early Interventions (Some Students)

- Behavior reflection forms.
- Parent-teacher communication and conferences.
- Check-in/check-out mentoring with designated staff.
- Conflict resolution/restorative conversation circles.

Tier 3 – Intensive Interventions (Few Students)

- Behavior contracts.
- Counseling referrals (school or church-based).
- Administrative conferences with students and parents.
- In-school suspension, loss of privileges, or temporary removal from class activities.
- Short-term suspension (as outlined in the handbook).

VI. Prohibited Behaviors

Examples of behavior that violate the policy include but are not limited to:

- Disrespect or defiance toward staff or students.
- Bullying or harassment (physical, verbal, or cyber).
- Fighting or unsafe physical behavior.
- Dishonesty or cheating.
- Possession of contraband or dangerous items.
- Inappropriate language or gestures.
- Repeated dress code violations.

VII. Restorative Practices

In the spirit of redemption and grace, we promote

- Restorative circles after incidents.
- Written reflections or apologies.
- Mediation between affected parties.
- Opportunities to repair harm done to the community.

VIII. Parent/Guardian Involvement

Parents are vital partners in the discipline process, the school will

- Communicate clearly and respectfully.
- Encourage family conferences.
- Provide resources for home support.
- Uphold confidentiality and dignity for all involved.

IX. Student Support Services

- Prayer and counseling are available with staff, church pastor, or an outside counselor.
- Academic and behavioral support plans.
- Referral to local community resources when needed.

Christian Conduct

All standards of conduct are based upon respecting the rights of others, state laws, insurance regulations, and/or school standards. Student offenses will result in disciplinary measures. Discipline ranges from verbal warnings and/or conduct referrals to suspension or expulsion from school. The faculty and/or LAAA Character Development Council will deal with major offenses. All individual teachers have an in-class discipline program and defer to the referral system after in-class remedies have been exhausted. If a teacher deems a referral necessary, he/she will fill out a referral form with pertinent information and submit the form to administration, which will proceed with the appropriate action. Demerit points are applied only after repeated attempts have been made to resolve a minor discipline issue or if the offense is deemed more serious. Parents/legal guardians who have any questions or concerns regarding the conduct or behavior towards or with students by an employee or individual who works with or has contact with students are encouraged to speak to the school administrator.

Nonverbal, verbal, or written communication, on and off campus, including video, pictures, and graphics on classroom computers, personal computers, smartphones, or other devices, must demonstrate a positive purpose and basic Christian principles of decency. Should the school become aware that a student has been communicating inappropriate content, on or off campus, or misrepresenting the Christian values of the school in communication, the student will be subject to disciplinary action.

Internet Usage

Los Angeles Adventist Academy is pleased to offer our students access to the school network for electronic mail and the use of the internet. Access to the internet will enable students to explore thousands of libraries and databases. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right, and responsible behavior is expected. The school has the right and duty to monitor and restrict both the amount of time online and the sites visited. This responsibility extends to any communication to or from sites. It is not possible to list all activities that are prohibited, but the following are examples of unacceptable behavior that extends to all technology:

- Sending or displaying offensive messages or pictures
- Distributing personal information about yourself or any other student on sites using chats, blogs, social networking, or email
- Arranging a meeting with an online contact without school or parental approval

- Using obscene language
- Harassing, insulting, or stalking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws, such as downloading illegal files, e.g., music or videos
- Using another person's password or sharing your password with others
- Browsing in another person's folders, work, or files
- Using profiles or any other technology to bypass the school's filtering, including using other wireless networks
- All information stored or obtained on the school's network is considered the school's property and may be viewed at any time.

Cellular Phone and Electronic Device Policy

Students are not permitted to make or receive telephone calls on personal phones during school hours. In the event of an emergency, office personnel will facilitate communication between parents and students, as students will not be called out of class to receive telephone calls.

The use of cellular phones or any electronic devices, such as cameras, electronic games, computers, tablets, etc., is not allowed during school hours. While students may possess these devices on campus, they must be kept turned off and stored out of sight in a locker, backpack, purse, pocket, or another secure location during normal school hours.

Students may use cellular phones and other electronic devices before and after school or during school-sponsored activities occurring outside of regular school hours. During MAP assessments, unauthorized electronic devices may not be used at any point during the testing session.

Students must comply with any request from school personnel to cease using a cellular phone or other electronic device, even before or after school.

Please note: If students bring any electronic device to school, Los Angeles Adventist Academy is not responsible for any lost, stolen, or broken cellular phones or electronic devices, whether on or off campus.

Unacceptable Behavior

Bullying and Hazing Policy

Los Angeles Adventist Academy is committed to providing a safe, civil learning and working environment and takes a strong position against bullying, hazing, and/or any behavior that infringes on the safety and well-being of students and employees or interferes with learning or teaching. This policy shall encompass behaviors and actions that involve students. The policy is applicable in schools or at school and Los Angeles Adventist Academy-related programs, activities, and events; traveling to and from school; and all other areas. Los Angeles Adventist Academy prohibits retaliatory behavior against anyone who files a complaint or who participates in the complaint investigation process. This policy applies to all students attending Los Angeles Adventist Academy. All students and staff have the inalienable right to attend campuses that are safe, secure, and peaceful. [Article 1, Section 28 of the California State Constitution]. The bullying and hazing policy, written in accordance with federal guidelines and the California Education Code, requires that all schools and all personnel promote respect and acceptance. "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one (1) or more acts committed by a student or group of students, directed toward one (1) or more students that has or can be reasonably predicted to have the effect of one (1) or more of the following:

- Placing a reasonable student or students in fear of harm to that student's or those students' person or property;
- Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health;
- Causing a reasonable student to experience substantial interference with his or her academic performance;
- Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

A student who engages in bullying at school or school-related activities and events may be subject to disciplinary action.

Cyberbullying

Cyberbullying is a form of bullying that involves electronic acts, which means the creation or transmission originated on or off the school site by means of an electronic device, including but not limited to a telephone, wireless telephone, or other wireless communication device, or computer, including but not limited to any of the following:

- A message, text, sound, video, or image;
- A post on a social network internet website including, but not limited to:
 - Posting to or creating a burn page. "Burn page" means an internet website created for the purpose of having one (1) or more of the effects listed in paragraph one ;
 - Creating a credible impersonation of another actual pupil for the purpose of having one (1) or more of the effects listed in paragraph one (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated;
 - Creating a false profile for the purpose of having one or more of the effects listed above in 1 through 4. "False" profile means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

Cyberbullying that occurs off campus and substantially disrupts the educational environment of the school will fall under Los Angeles Adventist Academy jurisdiction.

Cybersexual Bullying

Sexting and cybersexual bullying are electronic communications of an inappropriate sexual nature. Once posted, the person has no control over the use of the image. The posting and sharing of sexual images of minors could be considered pornography and/or child abuse. Participants could be subject to disciplinary action and/or referral for possible criminal prosecution. Students should consider the potential lifelong consequences of sexting.

Bullying Reporting Procedures

Parents/legal guardians and students who suspect that bullying, whether on campus or online, are encouraged to submit their concerns in writing. School administration will promptly investigate any reported allegations and work with all parties involved to reach a resolution. Please note that Los Angeles Adventist Academy does not monitor students' internet use at home. However, if an off-campus issue begins to interfere with the educational process or school environment, the school will take appropriate action to address the situation.

Violence Prevention and Prohibition

The possession, sale, or furnishing of any firearm, knife, explosive, or other dangerous objects is strictly prohibited on school grounds. This includes, but is not limited to, items stored in lockers, purses, backpacks, or vehicles. In accordance with the federal Gun-Free Schools Act and California law, students found in possession of a firearm or other dangerous weapon will face immediate disciplinary action, including suspension, expulsion, or the involvement of law enforcement.

Alcohol, Tobacco, and Drugs Prohibition

Los Angeles Adventist Academy is committed to providing a safe, healthy, and drug-free learning environment. The school uses a variety of preventative and disciplinary measures to address substance abuse and violence. Smoking, vaping, and the use of any tobacco products, marijuana, alcohol, cannabis products, or other drugs, including the misuse of prescription medications, are strictly prohibited. Students found using, possessing, or involved in offering, arranging, or negotiating to sell electronic nicotine delivery systems (ENDS) or related substances may be subject to disciplinary action, up to and including expulsion. Any prohibited devices, substances, or paraphernalia found in a student's possession will be confiscated and will not be returned.

Behavioral Consequences

Suspension and Expulsion

The Character Development Committee (CDC) oversees and provides assistance for all matters pertaining to student discipline. Suspension is the removal of a student from the class/school environment. A student may be suspended for no more than five (5) consecutive school days.

Suspension is a disciplinary action taken by the school in response to a student's violation of school rules or policies. It involves the temporary removal of a student from their regular educational setting for a specified period of time. During the suspension period, the student is not allowed to attend classes, be present on school grounds, or participate in any school-sponsored activities or events.

Expulsion is the most serious disciplinary action a school can take and involves the permanent removal of a student from the school for a major violation of school rules, policies, or behavior expectations. Unlike suspension, which is temporary, expulsion means the student is no longer allowed to attend the school or participate in any school-related activities.

Expulsion is typically considered only after serious incidents such as:

- Acts of violence or threats,
- Possession of weapons or illegal substances,
- Chronic and severe behavioral issues,
- Repeated violations of the school's code of conduct.

Expulsion decisions are made following a thorough investigation and, in most cases, a formal hearing process. The student and their parent/guardian are given the opportunity to respond to the allegations before a final decision is made. Following expulsion, parents are responsible for seeking alternative educational arrangements for the student, which include a transfer to another school, enrollment in an alternative education program, or pursuing home-schooling options.

An expulsion appeal can be made to the Los Angeles Adventist Academy School Board. Their jurisdiction to issue expulsions extends to misconduct related to school activity or attendance that occurs at any time, including but not limited to:

GROUNDS FOR SUSPENSION/EXPULSION

- Caused, attempted to cause, or threatened to cause physical injury to another person;
- Willfully used force or violence upon the person of another, except in self-defense.
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless.
- Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, an alcoholic beverage, or an intoxicant of any kind
- Unlawfully offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant;
- Committed or attempted to commit robbery or extortion;
- Caused or attempted to cause damage to school property or private property;
- Stolen or attempted to steal school property or private property;
- Possessed or used tobacco or any products containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, marijuana, e-cigarettes, weed pens, and betel.
- Committed an obscene act or engaged in habitual profanity or vulgarity;
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia,
- Knowingly received stolen school property or private property;
- Possessed an imitation firearm;
- Committed or attempted to commit a sexual assault or committed a sexual battery;
- Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both;
- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug;
- Engaged in, or attempted to engage in, hazing;
- Engaged in an act of bullying, defined as any severe or pervasive physical or verbal act;
- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug;

- Engaged in an act of bullying, defined as any severe or pervasive physical or verbal act or conduct, including communications in writing or of an electronic act, directed specifically toward a pupil or group of pupils. Bullying includes cybersexual bullying;
- Aided or abetted the infliction or attempted infliction of physical injury to another person; (suspension only).
- Committed sexual harassment;
- Caused, attempted to cause, threatened to cause, or participated in an act of hate violence;
- Intentionally engaged in harassment, threats, or intimidation directed against school district personnel or pupils;
- Made terroristic threats against school officials or school property, or both.

Before a student is suspended from school, the principal or designee will contact the parent or legal guardian to explain the reason for the disciplinary action. This communication will include

- The specific reason for the suspension
- Any corrective actions that were attempted prior to suspension
- The evidence supporting the suspension
- An opportunity for the student and guardian to present their version of events and any supporting evidence

In cases where the school determines that an emergency situation exists—defined as a clear and present danger to the life, safety, or health of students or school personnel—an informal conference prior to the suspension is not required.

In-School or at-Home Suspension

Suspension serves as an opportunity for students to reflect on their choices, take responsibility for their actions, and understand the natural consequences of inappropriate behavior.

Students assigned to **In-School Suspension (ISS)** must report directly to the main office and will remain separated from their peers for the duration of the suspension period. During the **morning session**, students are expected to complete a **Student Self-Management Report** along with their regular class assignments. In the **afternoon**, students will engage in supervised manual tasks, which may include cleaning walls, woodwork, lockers, desks, lunch areas, or other assigned duties. A **suspension contract** will be signed by the student, acknowledging that the probationary period following ISS is equal to **three weeks per day of suspension**.

Students assigned to **at-home suspension** will be placed on a probationary period equal to **four weeks for each day** of suspension. Upon returning to school, the student is required to submit a **New Beginnings Report**, reflecting on their behavior and outlining steps for improvement. In addition, a **behavioral modification contract** must be signed by the **student, parent/guardian, teacher, and principal**. This contract will be kept on file as part of the student's disciplinary record.

These measures are designed to support student growth, accountability, and a successful return to the school environment.

Law Enforcement Involvement

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

Citizenship

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

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

The following school-wide grading scale applies:

A- 19-20 merits retained

B- 17-18 merits retained

C- 15-16 merits retained

D- 13–14 merits retained

F- 12 merits retained or below

A removal is determined by the severity or the repetitious nature of the offense with a sincere effort to seek a reasonable balance between justice and mercy. Such decisions are based on

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

Merit Restoration

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

EAGLES SOAR (PBIS) Positive Behavior Interventions and Supports

Los Angeles Adventist Academy Discipline Foundation Policy states that every student, kindergarten through 10th grade, and all members of the school community have the right to safe, healthy, welcoming, affirming, respectful, and restorative learning and working environments. Which includes teaching positive behavior expectations and social-emotional skills, reinforcing and correcting student behavior, and engaging in restorative practices, including building healthy relationships and the use of restorative questions. Los Angeles Adventist Academy is committed to Positive Behavior Interventions and Supports/Restorative Practices (PBIS/RP) to build community and authentic relationships, increase attendance, improve test scores, reduce suspension, and support the overall positive culture and climate of the school. This program is called Eagles SOAR. Students can earn and lose Eagle Bucks (points) in this program based on their behavior. This is a good way for parents, students, and teachers to monitor a student's daily behavior. This includes engaging students in community-building activities, supporting school/classroom expectations, reinforcing appropriate student behavior, and using consequences that are restorative in nature. This is in

the hope of encouraging positive behavior from all students. Parents may monitor a record of Eagle Bucks on RenWeb. Students can also earn Eagle Bucks from other teachers who see the student displaying the school's SLOs.

Students do not earn Eagle Bucks if they are absent from school.

Earning Bucks

Students can earn 3 Eagle Bucks daily by following all classroom rules and school policies and wearing all elements of the proper uniform. The teacher will keep a daily record to show how many bucks each student has earned daily.

Losing Bucks

Students can lose Eagle Bucks if they break classroom rules or school policies. This also includes dressing in the proper school uniform. In RenWeb, these bucks are translated into demerit points.

Rewards

Rewards will happen in three ways: weekly, monthly, and quarterly. Students do not earn Eagle Bucks if they are absent from school.

Weekly Rewards: classroom prize, treat, snack

Monthly Rewards: movie day, free dress pass, ice cream party, etc....

Quarterly Rewards: invited to attend a themed party.

Weekly Rewards: To participate in the weekly rewards, the student needs to earn a minimum of 15 Eagle bucks each week.

Monthly Rewards: Students who earn a minimum of 55 Eagle Bucks can participate in the monthly rewards and be recognized as student of the month.

Quarterly Rewards: Students who earn the minimum number of Eagle Bucks can participate in the quarterly rewards. They will also be recognized during the awards chapel.

Bucks needed per quarter

1st Quarter—Minimum of 118 bucks

2nd Quarter—Minimum of 108 bucks

3rd Quarter—Minimum of 132 bucks

4th Quarter—Minimum of 129 bucks

Weekly Eagle Bucks can be used only for weekly rewards; they cannot be added with another week to equal 15 Eagle Bucks. Each week of Eagle Bucks will be added together to accumulate the month's total and the quarter's total.

Please note that students only receive Eagle Bucks if they are present in school. Absences will affect their opportunity to accumulate enough points to participate in the rewards.



School Uniform Dress Code

Los Angeles Adventist Academy students are expected to dress in accordance with principles of modesty and appropriateness. It is mandatory that students wear the prescribed uniform to attend school. **Students who are not in proper uniform will be sent to the office, and a parent will be notified to either pick their child up or bring proper uniform.** This includes P.E. uniforms. (K-2 students dress on Wednesdays only) If you do not have the proper P.E. uniform, you must wear the required school uniform. **P.E. is not free dress.**

Girls	Boys
Plaid or Khaki knee-length Jumper/skirt (Mon-Fri) (Required on Friday)	Khaki Twill Pants (Mon-Fri) (Required on Friday)
Plaid or Khaki Twill Pants (Mon-Thurs)	Khaki Twill Shorts (Mon-Thurs)
Plaid or Khaki knee-length Skorts (Mon-Thurs)	Burgundy, Hunter Green, Navy Blue Polo Shirts with mandatory school Logo (Mon-Thurs)
Plaid or Khaki Twill knee-length Shorts (Mon-Thurs)	White Oxford Shirt (Required on Friday)
Burgundy, Hunter Green, Navy Blue Polo Shirts with School Logo (mandatory) (Mon-Thurs)	School Straight Tie (Required on Friday)
K-4 Peter Pan Round Collar Blouse 5-10 White oxford shirt (Required on Friday)	Black Belt (Required with Pants)
K-4 Cross Tie 5-10 School Straight Tie (Required on Friday)	

DENIM JEANS, CARGO PANTS, SPANDEX LEGGINGS, JEGGINGS, AND JOGGERS ARE NOT A PART OF THE SCHOOL UNIFORM.

Additional Uniform Items

Outerwear: School Uniform Jacket (Preferred) Students can also wear solid burgundy or solid black jackets only (***no hoodies, no exceptions***). Cardigans, crew neck sweaters, or vest—solid burgundy (***no writing or other logos***)

Socks and Tights: Solid White, Black, Navy Blue, Hunter Green, or Burgundy (**Socks must be above the shoe line, preferably knee-high.**)

Shoes: Solid black, solid white, or black and white shoes **ONLY**. Neon-colored, open-toe, open-heel Crocs, Yeezy foam slides, runners, or sandals are not to be worn at school.

P.E. Uniform: Burgundy shorts or Sweats and a gray shirt (the gray shirt can be plain)

The following styles and apparel are considered unacceptable and are not to be worn at school during school hours or school-sponsored events:

- Head bandanas or head scarves of any kind
- Unauthorized hats are not permitted at school (**Except on Hat Day**)
- Garments with objectionable pictures, slogans, or messages
- Sagging or tight-fitting pants
- Make-up and nail polish, if worn, are to be of modest tones
- Blankets or towels used for outerwear
- Body-contact jewelry such as ring, bracelets, wristbands, necklaces, chains, earrings, and nose rings
- Extreme hair color and hairstyles that attract undue attention (**Administration reserves the right to determine the appropriateness of the hairstyle, i.e., extreme haircuts, color, or styles**)

Please note: If a student has their ears pierced during the school year, earrings may not be worn at school. However, students may use clear spacers to prevent the piercings from closing. Students who pierce their ears during the school year will not be able to attend school until the earrings are taken out. (**No Exceptions**)

Free Dress Guidelines

When authorized, students will be allowed to attend school or other functions out of uniform. The following are general guidelines for free dress:

- Blouses/shirts/tops should have sleeves.
- Blouses/shirts/tops should cover the waistband of pants, shorts, or skirts (**No crop tops**)
- Shorts/skirts should be knee-length.
- Gang-affiliated paraphernalia is not allowed

- Clothing that displays inappropriate insignias such as, but not limited to, profane words or gestures, marijuana, or illegal drug symbols is not allowed.
- Jeans/pants that are torn or ripped should be in moderation; the administration reserves the right to deem them inappropriate.
- Shoes worn during free dress should follow the uniform shoe policy where open-toe, open-heel Crocs, Yeezy foam slides, runners, or sandals are not to be worn at school.

General Information

Change of Address/Number

Parents are responsible for notifying the administration of any address or telephone number changes. This is a safety precaution in case of any emergency.

Campus leaves

During the school day, campus leaves are to be authorized by a parent. If a student needs to leave the campus prior to regular dismissal, a parental request is made to the main office in person, in writing, or by telephone. An official off-campus pass is then issued. If students are enrolled in the after-school program or extracurricular activities, students are not allowed to leave campus without written consent from the parent. Students who are enrolled in after-school programs or sports activities are not allowed to leave campus without parental permission. If students leave campus, they are not to return until the next school day.

Students' Personal Property

Students are advised not to bring personal items of value to school, such as money, cell phones, handheld devices, iPads/tablets, cameras, electronic games, headphones, laptops, or similar items. These items may be lost, stolen, or damaged, and their presence can be distracting to the educational process. If used inappropriately, these items may be confiscated by school personnel. Los Angeles Adventist Academy is not responsible for any lost or stolen items, including those not stored in designated, secure areas.

Residence and Custody Disputes

When there is a court document outlining custody arrangements, a copy should be provided to the school. The school will abide by the specifications outlined in the document. The school, including staff and teachers, will remain neutral in any legal dispute between parents. Upon request, school personnel will provide information such as behavioral reports, academic records, or attendance records to the courts, attorneys, parents, or their agents.

Los Angeles Adventist Academy recognizes the authority of any court-appointed agent who requests a formal visit with a student. Although not required, Los Angeles Adventist Academy will endeavor to notify parents if allowed. It is the parents' or legal guardians' obligation to

notify the school immediately if a change in a student's guardianship, living arrangements, address, or telephone number occurs.

Sexual Harassment

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

Definition: Sexual harassment is ongoing, unwelcome sexual advances or requests and other conduct of a sexual nature that is offensive. It can be spoken, written, or physical behavior. It includes offensive pictures, graffiti, jokes, and gestures. Sexual harassment also occurs when the offensive behavior or material creates a hostile school environment.

Reporting Procedures: Students who have experienced sexual harassment should report the incident to school authorities as soon as possible. If the harassment is between students, the student shall report the incident to the classroom teacher, office staff, or principal. If the harassment comes from a staff member, the student should report the incident directly to the principal or another responsible adult.

Child Abuse Reporting

The faculty and staff of Los Angeles Adventist Academy are mandated to report cases of child abuse in accordance with state law. Any employee who is a child care custodian and has knowledge of or observes a child who is known or reasonably suspected to be a victim of child abuse must report the incident to a child protective agency immediately, or as soon as practically possible, by telephone. A written report must also be prepared and sent within the required timeframe, following the receipt of information regarding the suspected abuse.

Withdrawal from School

Official withdrawal forms are to be completed in order for billing notices to be discontinued and student records sent to another school.

Student Information

The Parent Portal of RenWeb/FACTS is our online student information system. All parents/legal guardians should be enrolled in RenWeb/FACTS Parent Portal, which securely connects to the student's school records that will assist them in supporting the student's academic success, tuition management, forms, and payments.

Current features available to parents/legal guardians include the following:

- Attendance
- School Calendar/Announcements
- Report cards/transcripts
- Grades and assignments
- Tuition management

Campus Visitation/Classroom Observation

All campus visitors must obtain consent and approval from the principal or designee prior to entering the campus. Permission to visit should be granted at the time of the request, if possible, or within a reasonable period of time thereafter.

Children who are not enrolled at the school are not permitted on campus without parental supervision. Visitors are expected to refrain from interfering with, disrupting, or causing substantial disorder in any classroom or school activity. Visitors are expected to conduct themselves in a respectful and orderly manner while on campus.

- Follow the established school policy in requesting a classroom observation.
- Complete a visitor's permit upon arrival at the site;
- Enter and leave the classroom as quietly as possible for classroom
- Restrict interaction with the students, teachers, and/or instructional aides during a classroom observation; do not correct or reprimand students' behavior.
- Keep the length and frequency of classroom observations reasonable;
- Follow the school's established procedures for meeting with the teacher and/or principal after the classroom observation, if needed;
- Return the visitor's permit and sign out in the main office before leaving the campus.

Any individual who disrupts a school site or fails to follow school rules and/or procedures is subject to removal from the school site and may be further restricted from visiting the school.

Student Lockers

Class lockers/gym lockers may be assigned as a convenience to students in grades 3–10 for storage of textbooks and other acceptable personal items. Lockers are expected to be kept clean, neat, and not damaged or defaced in any way with paint, stickers, writing, permanently attached shelves, or other items that cannot be removed. Because lockers are school property, they are subject to periodic searches by school officials. The academy does not recognize any right of privacy that students may wish to claim with regard to school lockers. Any locker that is damaged or defaced is subject to a minimum fine of \$75 and/or the replacement of the locker unit.

After-School Supervision

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

Health

Student Medication

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

A written statement from the physician detailing the time schedules, amount, and method by which such medication is to be taken.

A written statement from the parent giving consent to administer medication set forth in the physician's statement.

Such medication is to be delivered to the school in the original container bearing the pharmacy label. This label must contain the name and place of business of the seller, the serial number and the date of such prescription, the name of the person for whom such a drug is being prescribed, the name of the member of the medical profession who prescribed the drug, and must also bear directions for use as prescribed by the member of the medical profession.

Accidents During the School Day

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

Illness During the School Day

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

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

Public Health

Students who exhibit signs or symptoms of an infectious or contagious illness will be referred to the main office by the classroom teacher. Office personnel will immediately contact the student's parents or guardians. Our school staff is regularly informed about best practices to prevent the spread of infections. The school is routinely cleaned to maintain a safe environment for all students and staff. In the event of a public health emergency, school staff will follow the guidance of the Los Angeles Health Department to implement the best public health practices.

Schools encourage students to:

- Wash their hands often, but especially after visiting the restroom and before eating.
- Cough into their sleeves
- Do not "share" food or personal items such as brushes or combs.

- If a child has a fever of 101°F or higher, they should remain at home. A 24-hour period without fever, without the use of medication, is required before the child may return to school.
- Get all suggested as well as required vaccinations, especially flu shots.
- Parents will be notified through the automated RenWeb messaging system and/or written notices sent home with information on preventive measures, treatment, and vaccinations
- Children with a persistent cough will be provided with a facial mask to wear while at school. This measure helps reduce the spread of illness and ensures the safety of all students and staff.

Immunizations/Medical Examination

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

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

Athletic Department

Los Angeles Adventist Academy offers an elementary intramural program, as well as, the middle school sports program. Both programs are designed to foster the partnership between academics and athletics, promote the values of sports participation, and ensure that everyone involved in these activities is treated with dignity and respect. Participation in the Athletics Program is available to all students. Students must comply with the eligibility standards as determined by the school's academic committee and the school board:

- Maintain a minimum 2.0 Grade Point Average (GPA);
- Pass a comprehensive physical medical examination
- Maintain a "C" or higher in citizenship

Unauthorized Entry

Students are not to enter unsupervised buildings or areas that are not open for student use. Any unauthorized entry or use or possession of any school key or combination is subject to a \$100 fine plus the cost of replacement of any missing or damaged property. Consequences for unauthorized entry may include dismissal from the academy.

School-Provided Lunch

LAAA offers a healthy meal option for students each school day at a minimal cost. Parents have the flexibility to pay for lunch **daily, weekly, or monthly**. Payment options and menus are made available through the school office or the RenWeb portal.

Home-Packed Lunches

If students bring lunch from home, families are encouraged to follow healthy nutritional guidelines. It is advised that lunch should include balanced portions of fruits, vegetables, whole grains, and healthy proteins. Highly processed snacks, excessive sugary items, and soda are discouraged.

Outside Lunch Deliveries

If a parent or student chooses to have lunch delivered from an outside vendor, the student's full name must be clearly listed on the order. Additionally, the office must be notified of the delivery. Please confirm the student's schedule to ensure that lunch is delivered during the designated lunch period. This helps ensure timely and accurate delivery to the appropriate student.

Designated Lunch Areas

Students are to eat lunch only in supervised areas. This includes the cafeteria or at outdoor tables or benches. Dismissal for recess occurs when the lunch area is neat and clean.

Parental Involvement

Parent Teacher Organization

Los Angeles Adventist Academy values parent involvement, and we invite all parents to join our Parent-Teacher Organization (PTO). Your involvement makes a meaningful difference in our school community. The PTO provides a great opportunity for parent connection, supports school events, and collaborates with staff to enhance the educational experience for all

students. We encourage you to take advantage of this opportunity to stay engaged and make your voice heard. Parent Teacher Organization officers are elected annually.

Parent Volunteers

Los Angeles Adventist Academy values volunteers as important partners in strengthening communication between the home and school and in supporting student achievement. Parents/legal guardians may request to volunteer their time and resources for the improvement of school programs and facilities under the supervision of school personnel. School volunteers assist schools by providing support to teachers and other staff through a variety of activities, both remotely and/or in person. Parents/legal guardians can contact the office to schedule volunteer service times. Volunteers who will be working with children are required to undergo a Live Scan background check. This procedure ensures the safety and well-being of all students and complies with school safety policies.

Safety

Emergency Procedures

Emergency drills are routinely conducted for the safety and well-being of students. If an actual emergency should occur, students will be held on school grounds until parents or emergency contact persons sign them out of school. For this reason, the following documentation is to be on file in the school office for every student enrolled:

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

Los Angeles Adventist Academy will adhere to recommendations of local police departments and public school districts.

The following are procedures that the academy will follow:

- Activate crisis management teams as warranted
- Cancel field trips and after-school activities
- Maintain regular after-care programs
- Release students from school only to parents or to parent-designated drivers

What Can Parents Do During an Emergency?

Parents/legal guardians should be familiar with the school's emergency procedures, request and reunion gate locations, and updated contact information whenever it changes.

- Parents/legal guardians should monitor their cell phones for emergency messages from the school.
- Parents/legal guardians should remember that schools have emergency procedures in place to protect all students and that schools will follow these procedures during an emergency.
- Parents/legal guardians should also remember that students look to them for guidance and support during an emergency.
- Parents/legal guardians who are calm and are prepared for emergencies can inspire students to do the same.

School Response to Emergencies

If there is an emergency at school, school personnel have been trained and will react quickly to protect children. If the emergency is a fire, students will evacuate to their assembly area until authorities determine that it is safe to re-enter the buildings. If there is an earthquake, students will duck, cover, and hold on as trained until the shaking stops and then will evacuate the building to the assembly area. Students will not return until the buildings have been inspected and it is determined to be safe to enter. In both of these cases, students are being led away from the building, which, due to the fire or earthquake, has become a possible danger to them. In rare instances where more distance is needed to ensure student safety, students may be relocated to another location site. Parents will be advised of all relocations through RenWeb automated phone messages.

If there is a hazard outside, such as a report of a person in the area with a gun or a nearby chemical release, students will be brought inside, where the building itself will help protect them from danger. Schools will act to protect students and are prepared to shelter the students inside classrooms for hours if necessary. If students are held for a lengthy period of time, there are plans in place for emergency food, medical, and restroom needs—these plans vary depending on the nature of the danger to students.

Emergency School Closure Notification

In the event that the school campus is deemed unsafe, students and staff will be relocated to designated relocation sites. These sites have been pre-identified to ensure the safety and well-being of all individuals during emergencies. Detailed instructions will be provided to parents and guardians if relocation becomes necessary.

Relocation Location Centers:

Primary Relocation Center: Magic Johnson Park

Address: 905 E El Segundo Blvd, Los Angeles, CA 90059

Telephone: (323) 942-8457

Secondary Relocation Center: Enterprise Park

Address: 13055 Clovis Ave, Los Angeles, CA 90059

Telephone: (310) 603-3725

Closed Campus Regulations

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

Suicide Prevention, Intervention, & Postvention

Suicide is a serious public health problem that takes an enormous toll on families, friends, classmates, co-workers, and communities. Suicide prevention is the collective effort of all adults that support and work with students, including parents/legal guardians, caregivers, families, local community organizations, mental health practitioners, and related professionals. The aim is to reduce the incidence of suicide through education, awareness, and services.

If IMMEDIATE assistance is needed due to a life-threatening situation, call 911. For a psychiatric emergency, contact the Los Angeles County Department of Mental Health 24-hour ACCESS Center at (800) 854-7771.

For support when in crisis, call the 988 Suicide and Crisis Lifeline at 988 or (800) 273-8255, available 24 hours every day.

Instructional Information

Curriculum Delivery

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

Textbook Acquisition

Specific textbooks are adopted as learning tools that organize and describe the curriculum. Students in grades 7, 8, 9, & 10 purchase textbooks. Students are required to have books for class each day. Parents are responsible for purchasing students books.

Assessment of Learning

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

Student grade reports will include the following symbols:

Grade Symbols for Kindergarten

I	Work independently
P	Progressing towards objective
N	Needs Improvement

Grade symbols for Grades 1—2

E	Excellent Work
S	Satisfactory Progress
N	Needs Improvement

Grade Percentages for Grades 3—10

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

Grade Point Values

A 4.0	C 2.0
A- 3.7	C- 1.7
B+ 3.3	D+ 1.3
B 3.0	D 1.0
B- 2.7	D- 0.7

C+ 2.3

F 0.0

Incompletes

A grade of *(I)* or *incomplete* is recorded if a student has not completed required coursework due to long-term medical conditions or extenuating circumstances. Substantiated by a doctor's note. If a temporary grade of *incomplete (I)* is issued, the student is given an opportunity to make up for missed assignments. Following teacher consultation with the principal, parents, and student, an unremedied *(I)* may become an F after six weeks. Students with unpaid tuition accounts also receive a grade of *(I)*

High School Credits

Subject ("A-G", CDE, and Los Angeles Unified Graduation Requirements)	Los Angeles Unified Graduation Requirements for the Classes of 2020-2027
History/Social Studies	Three (3) years for a diploma; two (2) years for "A-G"
English	Four (4) Years
Mathematics	Three (3) Years
Science	Two (2) Years Lab Science: One (1) Year Biological and One (1) Year Physical
Language Other Than English	Two (2) Years of the same language
Visual and Performing Arts	One (1) Year of the same discipline
College Preparatory Elective	One (1) Year
Physical Education	Two (2) years for a diploma
Health	One (1) Semester
Ethnic Studies (Beginning with the Class of 2027)	One (1) Semester
Service Learning ***	

Career Pathway ***	
Total Credits	210

In establishing the “A-G” graduation requirements aligned to the University of California and the California State University systems' requirements, the Board Resolution, dated June 14, 2005, stated, “Each student will complete an individual learning plan based on graduation requirements.

Parents/legal guardians and students will be involved in the development of an agreed-upon learning plan. Additionally, each student will establish a high school course plan or career and technical education pathway with the participation of their parent/legal guardian and school counselor.”

All secondary schools are required to hold annual Individualized Graduation Plan (IGP) conferences with every student. All students must have access to high-quality quality rigorous instruction and realize that the courses they choose have long-range effects on their postsecondary goals and lives. The IGP conferences expand the personalized relationships among counselors, students, and parents/legal guardians relative to academic, personal, and career planning.

Parent Conferences

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

Qualifications for Student Office and Extracurricular Activities

In order to participate in the sports programs or hold a class office or a student association office, students must maintain a GPA of at least 2.0 and a grade of B or above in citizenship and attendance. If a grade falls below C during any marking period, the student will be ineligible to serve as an officer or participate in extracurricular activities during the next quarter. If the GPA fails to reach at least a 2.0 at the end of the probationary quarter, the student office will be declared vacant and new elections will be held to fill the position.

Students will be ineligible to participate in extracurricular activities until unsatisfactory grades are corrected.

Academic Honesty

The academy is committed to the belief that honesty is the best policy. Habits of hard work and honesty promote integrity, self-reliance, self-respect, responsibility, and trust. The consequences of dishonesty may include repeat assignments, failing grades, or suspension. Chronic dishonesty may require dismissal from school. Students found in violation of the honesty policy also make themselves ineligible for academic recognition, honors, or awards.

Dishonesty may occur in many forms, including, but not limited to, the following:

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

Community Service

Because human beings were created to belong and to contribute, students are expected to support their communities through two or more avenues of service each school year. Although no academic credit is available for community service, the joy of volunteerism is essential to spiritual development. Every junior high student has the opportunity to complete a minimum of 25 hours of community service each school year. The registrar provides report forms, which are to be signed by work supervisors to verify the service rendered and hours completed and then submitted to the registrar's office not later than May 15 for hours to be recorded. Students are encouraged to discover volunteer service opportunities within the school, church, and community.

Los Angeles Adventist Academy

Student Handbook Compliance



The signatures below acknowledge that we have received, read, discussed, and agreed to comply with the contents of the current Student Handbook. Any individual found out of compliance will be subject to the disciplinary actions outlined in the handbook. Additionally, we understand that any other published policies of the academy are likewise binding.

STUDENT _____ GRADE _____

STUDENT _____ GRADE _____

STUDENT _____ GRADE _____

PARENT _____ DATE _____

