

livingstone adventist academy

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Website: www.laaonline.org



student handbook
2008-2009

5771 Fruitland Rd NE
Salem OR 97317

LIVINGSTONE ADVENTIST ACADEMY
A SEVENTH-DAY ADVENTIST SCHOOL ♦ GRADES K - 12

Established 1898

Accreditation

Livingstone Adventist Academy is accredited by the Northwest Association of Accredited Schools, and the Accrediting Association of Seventh-day Adventist Schools, which is a member of the National Council for Private School Accreditation.

Affiliation

Livingstone Adventist Academy is financially supported by the following constituent churches in the Salem area:

- ♦ Dallas Seventh-day Adventist Church
589 SW Birch St (PO Box 450), Dallas 97338 (503) 623-5872
- ♦ East Salem Seventh-day Adventist Church
5575 Fruitland Rd, Salem 97317 (503) 363-0390
- ♦ Salem Central Seventh-day Adventist Church
1330 Summer St, Salem 97301 (503) 364-4626
- ♦ Salem Spanish Seventh-day Adventist Church
4625 Cordon Rd, Salem 97305 (503) 856-9700
- ♦ Silverton Seventh-day Adventist Church
1159 Oak St, Silverton 97381 (503) 873-8568
- ♦ South Salem Seventh-day Adventist Church
6994 Sunnyside Rd SE, Salem 97306 (503) 399-8698
- ♦ Stayton Seventh-day Adventist Church
610 Fern Ridge Rd, Stayton 97383 (503) 769-5203
- ♦ Woodburn Seventh-day Adventist Church
1100 N 6th St, Woodburn 97071 (503) 981-6216

Hours of Operation

School hours are 8:30 to 3:15 Mon-Thu, and 8:30 to 2:00 Fridays.

Normal office hours are 8:00 to 4:30 Mon-Thu and 8:00 to 3:00 Fridays. Teachers are in staff meeting most Tuesday afternoons after school and are unavailable for appointments at that time.

Administration

Jon Dickerson, M. Ed.
 Don Mansell, B.B.A.
 Simona Cardwell
 Jerry Magee

Principal
Financial VP & Chaplain
Administrative Secretary
School Board Chairman

Faculty-Elementary

Jody Seigal, B.S.
 Bev Laabs, B.S.
 Ted Perry, B.A.
 Daina Winslow-Rogers, B.S.
 Darlene Armstrong, M. Ed.
 Sharon Dickerson, B.S.
 Nenette Sequeira, B.S.
 Elizabeth Fish, M.A.T.
 Sharon Cutz, B.S.

Kindergarten
1st grade
2nd grade
3rd grade
4th grade
5th grade
6th grade
7th grade
8th grade

Faculty-Secondary

Heather Eick, M.A.T.
 Lorin Koch, M.A.T.
 Matthew Sandvik, M.A.T.
 Chris Sequeira, B.S.
 Mark Waterhouse, B.A.

Sciences, English, Home Ec
Registrar, Bible, English, Yearbook
History, Bible, Math, Choir
PE, Health, Bible, Math, Wilderness
History, Math, Computers, Drama

Staff

Jack Beaman
 Alex Bones
 Ana Butler
 Dee Dee Hathaway
 Kellie Hayden
 Sharon Jones
 Sheila Kurz
 Kerry Lucas
 Pam Naylor
 Kent O'Dell
 LaVonna Waterhouse

Plant Manager
Computer Tech
Elementary Music
Afternoon Latchkey
Morning Latchkey
Librarian
Cafeteria Director
Home and School Leader
Cafeteria Assistant
Elementary PE
Spanish Instruction

School Board

Representatives to the School Board are elected by each constituent church. Members serve three year terms and can be re-elected. School Board meetings are open to all constituents except for executive sessions. School Board meetings are normally scheduled for 6:30 pm on the third Tuesday of the month.

Board Representatives

<i>Dallas</i>	Douglas Clayville, pastor Gerald Tarter Laura Young
<i>East Salem</i>	Steve Lemke, pastor Jerry Magee, chair Rod Lucas LuDell Parrett Greg Thornton Troy Walker Tom Wheeler
<i>Salem Central</i>	Mark Cockerham, pastor Sandica Constantinescu Robert Estrada
<i>Salem Spanish</i>	Evelio Miranda, pastor
<i>Silverton</i>	Les Jones, pastor Karen Bond Lynn Davison
<i>Stayton</i>	Les Jones, pastor Vicki Koger
<i>South Salem</i>	Rocky Gale, pastor Katy Paise Sean Reisig
<i>Woodburn</i>	Eduard Ciobanu, pastor
<i>School</i>	Jon Dickerson, principal Don Mansell, financial vice-principal Kerry Lucas, home and school
<i>Conference</i>	Gil Plubell

Grievances

If a parent has an unresolved issue concerning their child, it is requested that the parent speak with the teacher or other person involved first to see if that will settle the matter. If not, please share your concerns with the principal. If the issue remains unresolved at that point, you may contact the school board chairman. If all of the above steps do not resolve the issue, you may contact the Oregon Conference Office of Education.

Home and School

The Home & School Association is a formally organized group comprised of parent volunteers and church members. This auxiliary organization seeks to strengthen the school program by bringing school families together in a variety of ways throughout the year. The Home & School Association has regular meetings and all parents are encouraged to attend.

Every successful school has active parent involvement as a part of its program. If you would like to volunteer, we welcome your help. We are indebted to the many parents and friends of LAA who donate their time and skills to our building and grounds upkeep, library and media services, fundraising, lunch program, field trips, classroom events, and much more. Contact the school office if you would like to become a volunteer.

School Closure

In the event of an emergency or extreme weather conditions, LAA will post any information regarding school closures or late starts on the school website, www.laaonline.org. Information will also be broadcast on KYKN (1430 AM), KBZY (1490 AM), KXL (750 AM), TV Channel 2 (KATU), Channel 6 (KOIN) and Channel 8 (KGW).

Livingstone Express

The *Livingstone Express* is a weekly online newsletter that keeps parents and students informed as to classroom and school events. The Express is uploaded to the website www.laaonline.org every Friday. On the last Friday of the month, a monthly calendar and meal schedule is posted also.

Mission

Livingstone Adventist Academy is committed to help our students:

- ◆ develop relationships now and for eternity with Christ and each other
- ◆ develop life skills based upon moral values
- ◆ pursue their educational best

Educational Philosophy

The Seventh-day Adventist Church educational system began in 1872 as an effort to promote both spiritual teaching as well as academic achievement. This includes providing opportunity for students to accept Jesus Christ as their Savior and to allow the Holy Spirit to transform their lives personally.

- ◆ We believe each student deserves an education which stresses the development of the whole person through a balance of academic, social, and physical activities that complement spiritual growth.
- ◆ We believe that every course and every activity should be Christ-centered and that students should be directed toward service rather than selfish ambition.
- ◆ We believe that students learn best in a non-threatening, nurturing environment.
- ◆ We believe students should be taught to think and not merely reflect the thoughts of others.
- ◆ We believe that students should learn to become responsible for themselves and achieve their potential.

The Seventh-day Adventist Church operates the largest Protestant school system in the world at great expense and sacrifice of its membership. LAA was established in 1898 and today provides education from kindergarten through 12th grade.

About Seventh-day Adventists

The Seventh-day Adventist Church believes that the most important education that can be gained is a knowledge of Jesus Christ and the development of a saving relationship with Him. Seventh-day Adventists believe in salvation by grace through faith in Jesus Christ alone and in the imminent return of Jesus. Our most distinctive doctrine, as our name implies, is the understanding that God sanctified the seventh day of the week at Creation and that Christians today should follow the example of Christ in worshiping on the seventh day. As a result, we do not schedule any activities on Friday evening or Saturday that are not in harmony with worship of our Creator.

Non-Discrimination Policy

Livingstone Adventist Academy does not discriminate on the basis of race, color, gender, or national/ethnic origin in administration of its educational or admission policies, school programs or other school-sponsored activities.

Asbestos Notice

Livingstone Adventist Academy has been inspected by a certified asbestos technician. There is no asbestos in any of the high school buildings. The asbestos in the elementary building is in a non-friable condition and presents no hazard to anyone at the present time. It is checked periodically to ascertain any change in the material. This report is available to anyone wishing to examine it.

Child Abuse Policy

According to Oregon law, any school teacher or staff member who has reasonable cause to believe that a child with whom they come in contact with in their official capacity has suffered abuse or that an adult whom they come in contact with in their official capacity has abused a child must report or cause a report to be made to the appropriate officials. LAA adheres to this legal requirement.

Special Needs Children

Livingstone Adventist Academy is not equipped to accommodate students with special needs. Parents with children having special needs, IEPs, or learning disabilities must disclose such information prior to the student being admitted to LAA.

Student Records

Livingstone Adventist Academy operates in compliance with the Family Educational Rights and Privacy Act. It is our goal to maintain confidentiality regarding student information and records. Authorized school personnel shall have access to students' records. Parents and legal guardians may have access to their child's records upon written request to the administration. Students 18 years old and above have the right to determine who, outside the school, may have access to his or her records.

A student's records may be released to other school systems upon the written request or consent of the parent or guardian or student if 18 years of age or older. No records will be released for students who have outstanding accounts.

Admission Requirements

No student entering Livingstone Adventist Academy from another school may be accepted for admission until all records from the previous school have been obtained.

Medical Information

Health Examinations

A physical exam is required of students entering school for the first time. These exams should be completed before the first day of school. Medical forms can be picked up at the school office.

Immunizations

In order to attend any school in Oregon, students must have the following immunizations up to date or have a medical or religious exemption from immunizations:

- ◆ Diphtheria/Tetanus vaccine (5 doses by age 5)
 - ◆ Polio vaccine (4 doses by age 5)
 - ◆ Measles vaccine (2 doses)
 - ◆ Rubella vaccine (2 doses at or after 12 months of age)
 - ◆ Mumps vaccine (2 doses)
 - ◆ Hepatitis B (3 doses)
 - ◆ Varicella (1 dose or have had chicken pox)
-
- ◆ *New this year:* All kindergartners must have Hepatitis A vaccine
 - ◆ *New this year:* All 7th graders must have TDaP.

Communicable Diseases

While good attendance at school is important, there are times when students should stay home. Communicable disease symptoms include upset stomach, fever, rashes, runny nose, sore throat, swollen glands, diarrhea, earache, headache, stiff neck, red or tearing eyes, sores, and draining wounds. Consult your physician if your child has one or more of these symptoms.

Students with any of the following communicable diseases must remain home until all symptoms are absent, or there is no longer any danger of transmitting the disease, or a doctor has written a note stating that the student may return to school:

- | | | |
|----------------------------|-------------------|--|
| ◆ Chicken pox ¹ | ◆ Flu | ◆ Measles (Rubeola) |
| ◆ Lice ² | ◆ Fifth's disease | ◆ Pink Eye (Conjunctivitis) ² |
| ◆ Common cold | ◆ Mumps | ◆ Rubella |

¹Students with chicken pox are excluded for at least six days after the first vesicles appear or until all vesicles are dry (whichever occurs last) or until they have a note from their doctor.

²Students with head lice and pink eye will be excluded until all nits have been removed.

Medications

State regulations require that no prescription or over-the-counter medications can be given to students without the written permission of the parent or guardian. Medications must be brought by a parent from home with the student's name on it and the parent must complete a Medical Permission and Administration Form. All medications must be kept in the school office. Students are prohibited from giving prescription medication or over-the-counter medication to other students. LAA cannot treat major injuries or illnesses.

Medical Appointments

When possible, doctor and dental appointments should be scheduled outside of school time.

Sports Physicals

All students participating in extra-curricular sports activities at LAA must have a physical check-up for medical clearance. Physicals are good for 2 years.

Physical Exemptions

Physical Education is required at LAA. Any request for your child to be excused from PE must be in writing. Requests for PE exemption for more than one week must be accompanied by a doctor's note.

Telephone Usage

Except for emergencies, students will not be called out of class to take phone calls. Cell phones are not to be used in class. Unauthorized cell phone usage during class may result in the cell phone being confiscated until the end of the day. Students needing to make arrangements for after-school activities must do so before the end of the school day.

Publications

LAA reserves the right to use photographs of students in school publications and the LAA website. Student pictures will not be identified by name without express parental permission.

Students may not distribute published materials without approval from the administration. Such publications must bear identification as to the author and distributing organizations and must not interfere with the orderly school process. Such material must be free of libel, obscenity, and defamatory statements against any person.

Admissions

Livingstone Adventist Academy welcomes all students who are in harmony with our objectives and are willing to comply with the principles and regulations of the school. Students may be denied admission due to class size.

Beginning Students

Students who are attending school for the first time must

- ◆ Be of appropriate age—
 - ▶ entering Kindergarten students must be 5 years old on or before September 1 of that school year
 - ▶ entering 1st grade students must be 6 years old on or before September 1 of that school year
- ◆ Provide a copy of their birth certificate
- ◆ Have a physical examination

Pre-First Program

Students who have had a year of kindergarten but who are not ready for the structure and demands of a full day in first grade may enroll as a pre-first grade student. The pre-first grade students meet with the kindergarten class and are able to continue to develop at their own pace while preparing for first grade the following year.

Students New to LAA

Students new to LAA must provide evidence of satisfactory citizenship in previous schools and submit the following:

- ◆ Immunization Records
- ◆ Report Card or Transcript from Previous School
- ◆ 3 Character Reference Forms (high school) (available from our office)
- ◆ Confidential Records Request (available from our office)

New students may not begin classes until all records from the previous school have been received.

An interview is requested of all new students in grades 5 and above. Prospective students are invited to visit our campus. Each spring, LAA hosts a Visitation Day for prospective students. This is a special time for you and your parents to meet your instructors and get acquainted with the other students. Tours of the campus, programs highlighting student organizations, and other activities are planned to introduce you to everything LAA has to offer.

Parents with children having special needs, IEPs, or learning disabilities must disclose such information prior to the student being admitted to LAA.

All Students

All students enrolled at LAA must have all financial obligations from the previous year cleared before beginning classes. Students must also submit the following documents (available from our office) each year:

- ◆ Parental Application Form
- ◆ Student Application Form (5th grade and up)
- ◆ Acceptable Use Policy for Computers/Publication Authorization Form
- ◆ Student Vehicle Use Form, for students who drive

These forms must be completed and signed prior to beginning classes.

Mid-Year Transfers

Students wishing to transfer into Livingstone Adventist Academy during the school year must consult with the administration. High school students may be permitted to transfer during a semester if the classes begun elsewhere can be reasonably continued at LAA. Otherwise, high school transfers are normally allowed only at the start of the semester.

Computer Use Policy

Livingstone Adventist Academy provides computers for students to use in enhancing their educational experience, including internet access. LAA has filtering software to prevent most inappropriate material from being viewed, but LAA cannot be responsible for all content that students may view. Students are not allowed to use computers without adult supervision. Students are expected to abide by the rules which include, but are not limited to, the following:

- ◆ Students are not to use the internet for personal communication without authorization.
- ◆ Students may not copy any software or files in violation of copyright laws.
- ◆ Students must keep their login codes and passwords private.
- ◆ Students should not expect files stored on the school network to be private. All files are subject to review.
- ◆ Students are not to bring any unauthorized disks, CDs or other devices for the purpose of transferring data onto the school system.
- ◆ Students are not to change any computer settings without authorization.
- ◆ Students are not to engage in computer games during class time.

Failure to abide by these rules may result in loss of computer privileges. A more detailed list may be found on the Acceptable Use Policy for Computers that all students and parents are required to sign.

Financial Information

Registration Fees

- ◆ Grades K-7 \$375
- ◆ 8th Grade \$400
- ◆ High School \$450

Parents who pay registration fees by **July 10** will receive a **\$100 discount**.
 Parents who enroll in **e-billing** will receive a **\$135 discount**.

Accounts must be current for registration to be processed. Any exceptions must be granted by the Finance Committee.

Tuition	Yearly	9-Month (Sep-May)
<i>Kindergarten Half-Day</i>		
◆ SDA Constituent*	\$2155	\$240
◆ SDA Non-Constituent	\$2455	\$284
◆ Other	\$2655	\$295
<i>Kindergarten-5th grade</i>		
◆ SDA Constituent*	\$3330	\$370
◆ SDA Non-Constituent	\$3630	\$404
◆ Other	\$3830	\$426
<i>6th grade</i>		
◆ SDA Constituent*	\$3645	\$405
◆ SDA Non-Constituent	\$3945	\$440
◆ Other	\$4145	\$461
<i>7th & 8th grade</i>		
◆ SDA Constituent*	\$4010	\$446
◆ SDA Non-Constituent	\$4310	\$479
◆ Other	\$4510	\$501
<i>High School</i>		
◆ SDA	\$6030	\$670
◆ Other	\$6530	\$726

*Member of a constituent Seventh-day Adventist church that financially supports Livingstone.

Payment Due Date

9-month billing is September through May. Payment of accounts is due by the 10th of each month. If the account is more than one month behind, it will be considered delinquent, whereupon it will be turned over to the Finance Committee for review.

Payments may be made by cash or check. Returned check fees, however, will be charged to account.

Transcripts, grades, and diplomas will be withheld until student accounts are paid or until satisfactory financial arrangements have been made.

E-billing

Parents who sign up for e-billing (receiving your monthly statement through e-mail instead of postal service) will receive a \$135 deduction on registration fees for each child.

Late Registration

Students registering during the school year must pay one month's tuition and will be charged full registration fees if during the first semester, 75% of registration fees if during third quarter, and 50% of registration fees if during fourth quarter. Tuition payments will be prorated according to enrollment date.

Early Withdrawal

Students withdrawing during the school year must have all finances settled before departure. Tuition charges will be prorated according to the departure date and refunds will be made if applicable.

Discounts

Parents paying the full year in advance by August 21 will receive a 5% discount on tuition rates.

Families with two students enrolled in grades K-12 at LAA will receive a 5% discount on tuition rates. Families with three or more students enrolled will receive a 15% discount on tuition rates.

Student Aid

Student aid may be available through your constituent church. Contact your pastor for more information. Student aid forms can be picked up at the school office or at your church. There is a \$20 application fee for the FACTS (Tuition assistance) form. This is an independent company which calculates financial assistance needs for schools. There is limited tuition aid available through Livingstone. The FACTS report determines aid eligibility from Livingstone. YES! (Youth Educational Scholarship) forms are available in our office for high school students. Applications for YES! are made through the Oregon Conference.

Additional Charges

Textbook Fees

Students in grades 6-12 are charged a rental fee for textbooks. The amount of the fee depends on the age and condition of the specific textbook. Up to one-half of the rental fee will be reimbursed at the end of the year if the textbook is returned in reusable condition and if the textbook will be used again the following year.

Textbooks may be acquired beginning August 19. Cheaper, used textbooks will rent out first.

Latchkey Fees

A \$10 enrollment fee is charged for the afternoon latchkey service plus hourly charges. See next page for details. Morning latchkey is provided this school year at no charge.

Class Supplies

Student supply lists for elementary grades and class specific supplies for high school students are available on the web at www.laaonline.org.

Uniform Fees

Some classes, such as PE or music, require uniforms. Students will not be issued a uniform until payment has been made.

Team Fees

Extra-curricular sports programs (basketball, volleyball, soccer) require a fee of approximately \$100.

Hot Lunch Program

Livingstone Adventist Academy provides a quality vegetarian hot lunch program everyday. Students must purchase a meal ticket in advance from the school office; money is not taken in the cafeteria. Meal ticket prices are \$3.25/meal or \$60.00 for a 20-lunch card. Lunch menus are published monthly online at www.laaonline.org.

Class Expenses

Additional expenses, including such things as school trips, school pictures, or miscellaneous class supplies are not billed to account.

Private Music Lessons

Music lessons are provided as a service to our families by independent music teachers. Due to state attendance requirements, lessons for high school students must be scheduled outside of class time. Payment should be made directly to the music instructor.

Latchkey Program

Livingstone Adventist Academy operates two latchkey programs that provide supervision for those students who need to be dropped off at school early or who cannot be picked up immediately after school. The morning latchkey program begins at 6:30 am in the cafeteria Monday through Friday and runs until 8:15. The afternoon latchkey runs from 3:15 until 5:30 pm Monday through Thursday. On Friday afternoons, latchkey runs from 2:00 until 4:30 or one hour before sundown, whichever is earlier.

Students who have not been picked up within 15 minutes of the close of school will be assessed a Latchkey drop-in charge.

Afternoon latchkey charges are billed on account. Accounts must be current to continue Latchkey services.

- ◆ Drop-in charge \$5.00/hour or fraction thereof
- ◆ Late fee \$1.00/minute past closing time per child
- ◆ One-time enrollment fee \$10/child

Afternoon latchkey enrollment rates per hour or fraction thereof:

- ◆ One child \$2.50/child
- ◆ Two children \$2.20/child
- ◆ Three or more children \$2.00/child

Morning latchkey is provided this year at no charge.

Student Accident Insurance

All students at LAA are covered by Student Accident Insurance. This insurance provides secondary coverage to the parent's own insurance. Students who have accidents or injuries while at school must report the incident to their teacher or supervisor to insure coverage. In the event of a serious injury, the school will attempt to contact the parent, guardian, or a secondary emergency contact provided at registration by the parent. If no one can be contacted, necessary medical attention will be given and medical aid will be summoned as allowed by the Parental Consent to Medical Treatment on the student application form.

Field Trips

Throughout the year, teachers plan field trips that meet instructional goals. These trips are well planned and have specific itineraries. Buses are often used to transport students, but sometimes volunteer parent drivers are used instead. There may be additional costs for each field trip.

Students may attend field trips within the normal school day without specific written authorization from the parent if such permission has been granted on the registration forms. Otherwise, and for all field trips that extend beyond the school day, written authorization must be submitted. Phone authorization is not acceptable.

Parents volunteering to drive on field trips must have a copy of their proof of insurance on file in the school office.

Campus Security

Visitors

Livingstone Adventist Academy implements a secure campus policy. Visitors must check in at the office to receive an identification badge before proceeding onto the campus. Parents are always welcome at school, but please schedule classroom visits with the teacher ahead of time to avoid classroom disruptions. Students and children not enrolled at LAA should not be present on campus without making prior arrangements with the administration. Visitors are expected to abide by school policies.

Student Lockers

Lockers are available for students in grades 8-12. The lockers are owned and maintained by the school and are provided as a convenience to the students. Any vandalism, modification, marking, defacing, or unauthorized entry of a locker will result in the loss of locker privileges. The student assumes responsibility for keeping his or her locker secure. LAA assumes no responsibility for the loss, theft, or damage of items kept in lockers.

Search and Seizure

LAA reserves the right to search lockers, vehicles, and student personal items when the security and welfare of the school or the students may be threatened. School personnel may seize any items which are in violation of the regulations outlined in this handbook.

Lost Items

Please put your child's name on personal items. LAA is not responsible for lost or stolen items left on school property. Found items are placed in lost and found. Items not claimed are donated to charity or sold.

Prohibited Items

Students may not bring the following items to school or school activities:

- ◆ Unauthorized electronic devices
- ◆ Lighters and matches, except for campouts
- ◆ Fireworks
- ◆ Drugs, alcohol, and tobacco
- ◆ Obscene pictures or literature
- ◆ Occultic literature or items
- ◆ Gambling games
- ◆ Skateboards
- ◆ Weapons, real or fake, including knives (except as authorized for campouts), paint ball guns, water guns, slingshots and pepper spray. A student who possesses a weapon or who carries, exhibits, displays, or draws any weapon or any object which can be mistaken as a weapon, or any item apparently capable of producing bodily harm in a manner which manifests an intent to intimidate another or warrants alarm for the safety of others shall be subject to immediate discipline. Parents and the appropriate law enforcement agencies shall be notified. Appropriate counseling is required before the student returns to school.

Restricted Items

The following items may be on campus with restrictions:

- ◆ Laptop computers. Students wishing to use a laptop at school must fill out a Laptop Policy Form.
- ◆ Cell phones should not be turned on or used during class time.

Failure to adhere to policy will result in these items being confiscated and returned to the parent only.

Animals

Animals may be brought onto school grounds only with authorization from a teacher. Animals must be in a carrier or on a leash and should remain on campus only for the duration of the presentation (not later than one hour after school starts).

Student Drivers

Proof of Insurance

All student vehicles driven on campus must be registered with the school and have proof of insurance on file. Minimum requirements are \$100,000 liability and \$5,000 medical.

Transporting Other Students

Students wishing to ride with another student or transport another student (other than an immediate family member) must have on file a Consent to Transport Form completed by a parent and the driver's parent. LAA is not responsible for the safety of students using any means of transportation other than that provided by the school. LAA assumes no liability for students traveling to and from school.

Rules

- ◆ Students must drive carefully on campus. Campus speed limit is 10 mph.
- ◆ High school students should enter and exit through the back gate only.
- ◆ Students are not allowed to drive their vehicles to off-campus activities during the school day without written permission from the parents and approval from the administration.
- ◆ Students are not allowed to drive their vehicles on overnight trips without written authorization from the parents and approval from the administration.

Failure to comply with the above guidelines will result in the forfeiture of the student's privilege to have a vehicle on campus.

Parking

Students must park in their designated space and leave the vehicle locked during the school day. Students are assigned parking spaces along the west side of the high school complex.

Leaving Campus

Livingstone Adventist Academy is a closed campus. For the safety of our students, no student is permitted to leave campus prior to dismissal time without parental authorization. Seniors with written parental consent are permitted to leave campus on Fridays after noon if they have no missing classwork.

Food and Drink

Food and drink, other than water bottles, are not permitted in the classrooms. Gum is not permitted anywhere on campus.

Student Conduct

Prohibited Behavior

Students will be disciplined, suspended, or expelled for misconduct including, but not limited, to:

- ◆ Theft
- ◆ Cheating
- ◆ Vandalism of school property
- ◆ Setting off fire alarms without just cause
- ◆ Assault, fighting, or threats of harm
- ◆ Sexual harassment or misconduct
- ◆ Use of drugs, alcohol, or tobacco
- ◆ Open defiance of school policy
- ◆ Use of profane or obscene language or materials
- ◆ Inappropriate displays of affection
- ◆ Inappropriate internet usage, including MySpace or Facebook postings

If a student is found in violation in one of these areas, the Campus Life Committee, a sub-committee of the School Board, may become involved. Student and parents may request to be present and to offer his or her defense. Grievances can be filed with the School Board which has the right to affirm, modify, or reverse any recommendation. The student and/or parent may waive the right to be present, or the right to a review, and withdraw the student.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances or requests and other conduct of a sexual nature which is offensive. It can be spoken, written, or physical. It includes, but is not limited to, offensive pictures, graffiti, jokes, sexual slurs and put-downs, and gestures. Incidents of sexual harassment are to be reported to the administration and will be fully investigated while maintaining as much confidentiality as possible.

Dating Behavior

Students at LAA are encouraged to foster friendships with each other and to view everyone as a potential friend. Extra-curricular student activities which are sponsored by the school are always group functions and are designed to promote healthy relationships. Dating relationships are special, exclusive friendships that do not promote a positive learning environment for students and, as such, are discouraged at LAA. To help create a wholesome atmosphere while respecting the comfort of others, students are expected to refrain from kissing, caressing, lap-sitting, or other affectionate displays that are inappropriate for a public setting.

Audio-Visual Use

Students may use electronic audio-visual devices in latchkey or on bus trips outside of school hours provided they have been given parental authorization on the registration application form. Students using these devices must agree to the following terms:

- ◆ Students may not lend or trade players or content
- ◆ Headphones must be used
- ◆ Content must be appropriate for a Christian environment
- ◆ Devices must be securely stored and not accessed during school hours. LAA does not accept any responsibility for lost or stolen items.

Failure to abide by these terms will result in the device being confiscated and loss of privilege.

Dress Code

The dress code of LAA is designed to promote an acceptable image for academy students and to create an appropriate environment for learning. The principles which guide the dress code are standards of excellence which encourage modesty, wholesomeness, cleanliness, safety, and health. We believe there is a correlation between how students dress and how students learn. While adherence to these guidelines will present a Christian appearance, it should not be assumed that the dress code represents a salvation condition. The dress code should be viewed as the best means of creating a positive learning environment.

- ◆ Clothing with holes, fraying, or tears are not to be worn at school.
- ◆ Shorts and pants are to be worn at the waist, not lower, and the inseam is to be of proper length. Pants must not touch the ground. Underwear should not show. Pajamas are not acceptable for school.
- ◆ Muscle shirts, tank tops, tight-fitting tops, spaghetti straps and low necklines may not be worn at school. Shirts and tops must extend to the pant tops. Undergarments should not show.
- ◆ Clothing must be free of inappropriate artwork, phrases or logos. This includes alcohol advertisement, rock bands, occultic material, or anything that, in the judgement of the administration, does not represent the standards of the school.
- ◆ Clothing which has a primary association with anti-Christian activities is prohibited. Examples of this clothing would include gang-related, Gothic, or occultic attire.
- ◆ Shorts, pants, dresses and skirts must not come above mid-thigh when sitting.
- ◆ Jewelry and related accessories are not allowed, including, but not limited to, bracelets, necklaces, earrings, chains, and rings. These items will be confiscated and returned only to parents.
- ◆ Excessive make-up is not allowed.
- ◆ Only clear nail polish is to be worn on fingernails and toenails.
- ◆ Hair must be of uniform color and of a naturally-occurring color only.
- ◆ Hairstyles are not to be distracting.
- ◆ Tattoos, real or imitation, are not allowed.
- ◆ Appropriate footwear is to be worn at all times. Slippers or bare feet are unacceptable. Gym shoes must have non-marking soles.
- ◆ Hats must not prevent eye contact with the teacher. Hats should not be worn during chapel programs or other sacred events. Hoodies are not to be worn up indoors.

These guidelines apply to field trips and school functions as well. Failure to comply with the dress code may result in the student being sent home.

Attendance

Regular attendance to class is a vital part of academic success. Much of what a student learns is from interaction in the classroom. Simply getting one's assignments to do at home is not quality learning. Some activities in the classroom are group work, class discussion or hands-on experiences that cannot be made up or duplicated at home. Students who do not attend class fall behind, become discouraged, and perform poorly on tests. This is true whether the absences are for legitimate reasons or not. Parents are asked to call the school when their child will be absent. We are concerned about your child's safety. If we do not receive a call when your child is absent, we will make every effort to contact you for verification.

Leaving Class

Students should not leave class without signing out and taking a hall pass with them. Students may not leave class during directed instruction time without teacher permission. No more than one student should be out of a class at a time.

Elementary Attendance Policy

Absences

As far as possible, students are expected to keep up with class work during absences. Students must make up all allowable missing work within a reasonable time frame determined by the teacher. Some class work, such as lab activities and group work, cannot be made up due to their nature. Students who are absent for more than 5 consecutive days should have a doctor's note submitted to the school office.

Early Arrivals

Students who arrive before 8:15 are to go to latchkey where they will be supervised until classrooms are open at 8:15.

Tardies

Students are considered tardy if they are not in the classroom at 8:30. Students who arrive after 8:30 must pick up a pass from the office to present to the teacher upon entering the classroom.

Early Departures

Parents needing to pick a student up before dismissal or students needing to leave early must pick up an early departure slip from the office and have the classroom teacher sign them out. They must turn the slip into the office before departing.

High School Attendance Policy

Absences

A student is considered absent from a class if he or she missed more than 20 minutes of any class period. There are no excused nor unexcused absences.

- ◆ *Students are allowed 7 absences per class per semester.* Students are allowed to make up work due to absences within a reasonable time limit, determined by the teacher, not to exceed 2 weeks; however, students missing more than 7 class periods are subject to loss of credit for the semester. Notification will be given to parents when a student reaches 5 absences in a class. In extenuating circumstances, parents may request an exemption to the absence limit. Such exemption is considered on an individual basis by the Campus Life Committee, and, if granted, will result in an incompleteness for the class and additional classwork required after the close of the semester to remove the incompleteness. Students who fail to remove an incompleteness after 30 days will receive a grade of F.
- ◆ *School-sponsored absence:* An absence from class due to a school activity such as a field trip or music tour. Students are entitled to make up work missed within a time limit determined by the teacher. School-sponsored absences do not count toward the 7 allowable absences.

Tardies

A tardy is considered to be any class time that a student is out of the classroom for less than 20 minutes, whether at the beginning of class, during the middle of class, or at the end of class. Tardies beyond 20 minutes are considered absences. Tardies may be excused or unexcused as defined below.

- ◆ *Excused tardy:* A tardy which is initiated by a staff member or which is caused by a late bus. Excused tardies do not count against a student's total tardies.
- ◆ *Unexcused tardy:* All other tardies, regardless of reason.

A student who receives an unexcused tardy is not entitled to make up any work he or she missed.

Late Arrivals

Students who arrive at school after 8:30 must pick up a pass from the office to present to the teacher upon entering the classroom. If the high school office is not open, the student must get a slip from the elementary office.

Grade Impact

Attendance is factored into each class grade. Students who have a combined total of 7 absences and unexcused tardies or more for any class in a semester will receive a 2% grade deduction for each absence or unexcused tardy over 7. For example, if a student had 5 unexcused tardies and 4 absences, the student's grade would be deducted 4%. Students who exceed the absence limit for a class and who have received an exemption from the Campus Life Committee may have all or a portion of the grade deduction waived at the discretion of the committee.

Early Dismissals

Parents needing to pick a student up before dismissal or students needing to leave early must pick up an early departure slip from the office and have the classroom teacher sign them out. They must turn the slip into the office before departing.

Grade Reports

Grade reports for students in grades 5-12 are always available online at www.gradebookwizard.com. Parents and students are given login names and passwords to view their records only. In addition, detailed grade reports are mailed to parents of students with grades below 70% three times each semester. Parents with concerns about their child's grades are encouraged to contact his or her child's teachers as soon as possible.

Parent Conferences

Parent conferences are scheduled twice each year—after the completion of the first and third quarters. Notices are sent home prior to the conference so that parents can sign up for preferred conference times. Every effort is made to schedule conferences as close as possible to the preferred times. In most cases, students should accompany parents to the conference. Parents are encouraged to schedule conferences at any time during the year as the need arises.

Home School Students

Home School students who wish to take a partial class load must submit a request to the administration. Such a request may be granted by the Curriculum Committee if sufficient space and resources are available in the class and if it is deemed appropriate. Tuition is prorated according to credits enrolled in. Home School students taking 2.5 credits or less are charged a \$25 registration fee to cover student insurance. Students taking more than 2.5 credits are charged the regular registration fee.

Academic Acceleration

Livingstone Adventist Academy, along with North Pacific Union Conference, discourages academic acceleration.

Elementary Students

Elementary students wishing to promote an extra grade must meet the following minimal requirements:

- ◆ The student must score at the 90th percentile or above in each area of the Iowa Tests of Basic Skills on the grade level preceding the one to which the student is to advance.
- ◆ The student must demonstrate satisfactory evidence of emotional and social readiness for acceleration.
- ◆ Approval must be granted by the Oregon Conference Education Department.
- ◆ The student is limited to one acceleration experience.

High School Students

Students desiring to graduate in 3 years must meet the following stringent requirements:

- ◆ Composite score of 85th percentile on Iowa Tests of Educational Development.
- ◆ Have and maintain a 3.5 GPA.
- ◆ Complete the 240 semester credits for graduation.
- ◆ Have no more than 60 semester credits from outside credits and no more than 20 semester credits from waiver tests.
- ◆ Apply to the administration in writing no later than the first semester of the sophomore year.
- ◆ Take the ACT in the spring of the sophomore year.

Academic Honesty

A high school diploma should represent not only a high quality of intellectual achievement, but also the performance of all work in accordance with the highest standards of academic honesty and integrity. While students are encouraged to work together and assist each other, all work submitted should be the product of the individual student or of the group if it is a group project. Instances of academic dishonesty include presenting the work of another for one's own credit, wholesale copying or giving of answers, and allowing others to cheat off one's paper. Students who cheat or allow others to cheat from them will have their work recorded as no credit and further disciplinary action may be taken.

High School Graduation Requirements

A 10 semester credit course is defined as a class that meets an average minimum of 225 minutes per week for the entire school year. By definition, Core Classes are classes that earn 5 credits per semester. A student who takes a Core Class for both semesters will then have earned 10 semester credits. By definition, an Elective Class is a class that earns 2.5 credits per semester or 5 semester credits in a full year. LAA only grants credit by semester. Therefore, if a student took a course for only one quarter (9 weeks), no credit would be granted (unless the student is transferring from the same course at another school.) LAA accepts credit from other accredited schools as granted by the transferring school.

General Diploma

In order to graduate from Livingstone Adventist Academy, students must meet the following minimum requirements.

- ◆ Religion 40 semester credits¹
- ◆ Language Arts 40 semester credits
- ◆ Mathematics 20 semester credits including 10 credits of Algebra 1. Prealgebra does not meet this requirement.
- ◆ Science 20 semester credits including 10 credits of lab science
- ◆ Social Studies 30 semester credits
- ◆ Practical Arts 10 semester credits
- ◆ Computers 10 semester credits
- ◆ Physical Education 10 semester credits
- ◆ Health Education 10 semester credits
- ◆ Fine Arts 10 semester credits
- ◆ Electives 20 semester credits

TOTAL CREDITS: 220

College Preparatory Diploma

Livingstone Adventist Academy seeks to prepare all its students for college, whether they choose to continue their educational studies or not. In order to receive a College Preparatory Diploma from LAA, students must complete the following studies **with an overall GPA of 2.67**. No single course credit may be used to meet more than one graduation requirement.

Students who enrolled at LAA under previous handbooks or who have transferred into LAA from other high schools may request to the curriculum committee specific exceptions to the requirements below.

- ◆ Religion 40 semester credits¹

- ◆ Language Arts 40 semester credits with a 2.67 GPA in the last 30 credits
- ◆ Mathematics 30 semester credits consisting of 10 credits of Algebra 1, 10 credits of Geometry and 10 credits of Algebra 2 with no grades below B- in Algebra 2 and Geometry
- ◆ Science 30 semester credits including 10 credits of Biology and 10 credits of Chemistry with no grades below C in Biology or Chemistry
- ◆ Social Studies 30 semester credits including 10 credits of World History or Geography, 10 credits of American History, 5 credits of American Government, and 5 credits of Economics with no grades below C in any class
- ◆ Foreign Language 20 semester credits of the same language
- ◆ Practical Arts 20 semester credits
- ◆ Computers 10 semester credits
- ◆ Physical Education 10 semester credits
- ◆ Health Education 10 semester credits
- ◆ Fine Arts 10 semester credits

TOTAL CREDITS: 240

¹Graduates must complete 5 credits for each semester in attendance at a Seventh-day Adventist high school. For each complete semester a student did not attend an SDA high school, 5 semester credits of other courses may substitute for 5 semester credits of religion.

Enriched College Preparatory Diploma

In addition, LAA offers an Enriched College Preparatory Diploma for students who complete the above requirements plus the following:

- ◆ 10 additional math credits such as Precalculus or other high-level math course with no grade below C. (Math of Personal Finance does not meet this requirement)
- ◆ 10 additional science credits with no grade below C.

Residency Requirement for Graduation

A student is eligible to graduate if all course requirements are met and if the student has been enrolled full time at LAA the entire second semester of his or her senior year.

Academic Probation

Students who receive an F in any core class for a semester, or whose semester GPA is below 2.0 will be placed on academic probation. If a student receives an F in a core class or earns a semester GPA below 2.0 during the next semester, the student will be subject to dismissal from Livingstone Adventist Academy.

Transfer Credit

All credit granted by an accredited school will be accepted by LAA. Students transferring from a home school, non-accredited school, or unapproved correspondence school may be granted credit based on an evaluation of appropriate documentation. These credits, if accepted, will be recorded on a pass/fail basis with no GPA value.

Outside Credit

Students may wish to take outside coursework for additional credits. Outside coursework is any course taken from another source other than LAA while the student is enrolled at LAA or during the summer between semesters of enrollment at LAA. LAA will not grant credit for outside coursework unless administrative approval has been granted.

Approved correspondence or online schools that provide acceptable outside credit include Home Study International, Salem-Keizer Online, and the University of North Dakota Independent Study. The student is responsible to those entities for all fees incurred.

All outside credit must be completed and received by LAA by the beginning of a senior's final semester in order for the senior to graduate.

Remedial Work

Students needing remedial work or lacking necessary credits may be required to take some outside credit to meet graduation requirements. Classes may be taken during the summer independently or at school during the year if the student has a class period in which he or she has no other classes available to take or does not need to take in order to graduate.

Enrichment Work

Students wishing to take enrichment courses must have administrative approval. Credit will not be granted from outside coursework for Core Classes which are available at LAA without prior approval. The maximum number of credits of outside coursework accepted is 60 semester credits.

Course Waivers

Students who have mastery of a subject currently being taught may request permission from the administration to take a waiver test. The fee for a waiver test is \$25, non-refundable. If the student passes the test, they will receive a "P" grade for the course. Credit will be given for the course, but the grade will not count on the GPA. No more than 20 semester credits earned through waivers may apply toward graduation requirements.

Repeated Coursework

Some high school classes may be repeated for additional credit. A student who repeats a class because he or she did not receive credit or did not receive a satisfactory grade may repeat the course. They will not receive duplicate credit and both courses will appear on their transcript, but only the higher semester grade will count toward their GPA.

Class Load

Students are expected to take a full course load each year which consists of 6 Core Classes and 2 Elective Classes. Exceptions to this must be granted by the administration. LAA does not release students during the day for outside work or athletic activities. Students who successfully complete four years at LAA will have accumulated 280 semester credits.

Suggested Course of Study

9th Grade

Religion 1
English 1
Algebra 1
Conceptual Physics
Computers
Health & PE
Fine Art Elective
Practical Art Elective

11th Grade

Religion 3
English 3
Spanish 1
US History
Chemistry
Algebra 2 or Math of Personal Finance
Electives

10th Grade

Religion 2
English 2
Geometry
Biology
World History
Health & PE
Fine Art Elective
Practical Art Elective

12th Grade

Religion 4
English 4
Spanish 2
Government & Economics
Precalculus or Journalism
Science Elective
Electives

Changes in Schedule

Students who wish to make a change in their schedule after the second week of the semester must have the approval of the administration as well as parental permission.

Class Placement

Eligibility requirements for initial class membership are as follows:

- ◆ Freshmen must have satisfactorily completed the 8th grade or equivalent
- ◆ Sophomores must have earned 50 semester credits
- ◆ Juniors must have earned 100 semester credits and be enrolled to have 170 semester credits at the close of the school year
- ◆ Seniors must be enrolled in sufficient coursework to graduate at the close of the school year

High School Graduation

Senior Finals

Seniors must have all finances cleared by May 15 in order to take their final class exams, present their final class projects, or participate in class trips.

Ineligibility

Seniors who have not satisfactorily met all graduation requirements by the close of their senior year are not eligible to participate in the graduation services. Seniors who do not graduate in June, but fulfill the graduation requirements and submit them to LAA by August 1st will be granted a diploma from LAA provided all finances are settled.

Programs

Graduation consists of several services. Seniors must attend each program and be dressed in graduation gowns for all but Class Night.

- ◆ Baccalaureate Sabbath morning worship service and parent tribute.
- ◆ Class Night Saturday night casual reception for families.
- ◆ Commencement Sunday morning graduation ceremony.

Guest speakers, musicians, program format, and program content must be approved by the administration.

Junior Class Participation

Junior class members are expected to attend the Commencement and participate in marching and in being recognized at the conclusion of the program. Juniors are to wear nice dress clothes.

Academic Recognition

Walla Walla College presents scholarships to students at graduation based on leadership exemplified through offices held and academic achievement.

Graduates who meet standards of academic excellence will be recognized with honor cords:

- ◆ Gold cords Completion of College Preparatory Program with cumulative GPA of 3.90 or above.
- ◆ Silver cords Completion of College Preparatory Program with cumulative GPA of 3.75-3.89.
- ◆ White cords Completion of General Program with cumulative GPA over 3.50.

8th grade graduates who have an A- average in all classes grades 5-8 and who scored 75th percentile or better in the 8th grade ITBS reading or mathematics tests will be awarded the President's Award for Educational Excellence.

Elementary Grades

Elementary grades are recorded by quarters. Grades K-3 utilize a grading system that stresses skill mastery rather than letter grades. Grades 4-8 utilize standard letter grades.

High School Grades

Grades are recorded by semester only. The letter grade is determined as follows with the indicated GPA values:

93-100%	A	4.00	77-79%	C+	2.33
90-92%	A-	3.67	73-76%	C	2.00
87-89%	B+	3.33	70-72%	C-	1.67
83-86%	B	3.00	67-69%	D+	1.33
80-82%	B-	2.67	60-66%	D	1.00
			0-59%	F	0.00

In exceptional cases a student may be granted an Incomplete grade. An Incomplete must be removed within 30 days of the close of the semester or the outstanding work will be recorded as no credit and the grade will be determined accordingly.

Withdrawals

Students who withdraw from a class prior to the end of the semester will receive no credit for the class and will have a WF (withdrew failing) or WP (withdrew passing) recorded on the transcript. No grade will be recorded if the withdrawal date is within the first two weeks of a semester.

Homework Philosophy

It is our goal that homework be the result of a challenging, interesting curriculum and that it includes a wide variety of activities in all areas of the curriculum. Our high school classes are taught in 75-minute periods. This allows a longer time for students to receive assistance from their instructor as well as more time to work independently on homework. It is our goal that homework be a natural result of challenging, interesting curriculum involving a wide variety of activities in all areas of the curriculum. By utilizing this schedule, students are not overwhelmed by their workload. Classes meet three times per week, allowing students to concentrate on fewer subjects each evening. Parents are encouraged to track their child's progress by communicating as needed with the teachers and checking their child's grades frequently at www.gradebookwizard.com.

Library Services

LAA has a library that features books, periodicals and video materials for classroom use. Elementary students have scheduled library times each week in which they are able to check materials out.

Class Trips

Various trips are allotted throughout the year for different classes and groups. Students belonging to any of these groups are expected to participate in the trips, however students must uphold the standards outlined in this handbook. Off-campus travels are a privilege as well as a responsibility. Students who do not uphold the school standards while on a trip will be sent home at the expense of their parents.

Middle School Activities

Activities for Middle School are coordinated through the 8th grade class officers. Activities include Spirit Weeks, Middle School Madness, and Spring Fling. Additionally a Geography Bee and Spelling Bee are held for middle school students.

Student Leadership Positions

Livingstone Adventist Academy sponsors a number of organizations which are designed to provide leadership training and to develop the physical, mental, social, and spiritual growth of students. Taking a leadership position can also count toward scholarship applications. Walla Walla College grants scholarships up to \$4,000 to juniors and seniors who hold leadership positions.

ASB

The Associated Student Body is made up of students in grades 9-12. Leadership positions are elected by students. Officers of the ASB then take part in planning and leading out in social events, religious programs and outreach, and sports activities that will make the school a better place for everyone. ASB officers are elected early in the school year. To be an ASB officer, the student must be a sophomore or above who has attended LAA at least one full semester. Officers are elected at the end of the previous year for full-year terms. The officer positions are:

- ◆ President
- ◆ Social Vice-President
- ◆ Spiritual Vice-President
- ◆ Sports Coordinator
- ◆ Secretary-Treasurer
- ◆ Student Council President

Student Council

The Student Council is a committee of students designed to deal with policies that the student body would like addressed. The Student Council then takes its recommendations to the faculty. Each class elects one representative, apart from the Student Council President, early in the school year.

Class Officers

Class Officers are elected by each class to carry on the business and activities of the class. Class officers are elected early in the school year, after ASB elections. Class offices are:

- ◆ President
- ◆ Vice-President
- ◆ Pastor
- ◆ Secretary-Treasurer
- ◆ Historian

No ASB, Student Council, or Class Meeting has official standing without the presence of at least one officially appointed sponsor.

Qualifications

- ◆ Yearbook staff are by appointment only.
- ◆ ASB officers, Junior and Senior Class Presidents must have no semester grades below C- (70%) at the time of election.
- ◆ Other Student Council representatives and other Class officers must have no first semester grades below D (60%) at the time of election.

Officers who do not meet these standards at the end of the first semester will be removed from office and an election will be held to replace them. No student may run for a vacant office if they do not meet these grade standards above.

Office Limits

Each office has been assigned a point value according to the nature of the position and the time it entails. Students are allowed to hold offices up to 4 points. The point values are as follows:

- ◆ 3 points: ASB President, ASB Vice-Presidents, Student Council President, Senior Class President, Yearbook Editor
- ◆ 2 points: Other ASB officers, Junior Class President, Newspaper Editor
- ◆ 1 point: Student Council representatives, other Class officers, other Yearbook positions

ASB and Class Activities

ASB and Class activities are school-sponsored events. As such, students are expected to uphold the standards outlined in this handbook. School activities are intended for LAA students. Students wishing to bring non-LAA students to any school activity must have permission from the administration. Students must use school-provided transportation to all school activities.

Outreach Opportunities

Various outreach opportunities are given to students throughout the school year, including two weeks of prayer led by our students. High school students wishing to do mission service are invited to participate in the Spring Break Mission Trip. Seniors incorporate mission emphasis as part of their Senior Class Trip.

Bible Studies

While Biblical teaching is infused throughout the curriculum as well as in Bible classes, LAA encourages students who would like to affirm their commitment to Christ through baptism to join a Bible study class. The pastors of our constituent churches are available for personal and group Bible study during the day. They are also available for home visitation.

Athletic Program

Livingstone Adventist Academy believes that students should be given opportunities to participate in a wide variety of activities and sports. Aside from credit classes, LAA also offers Skiing, Soccer, Basketball, and Volleyball outside of the school day for high school students. We believe that a sports program should contribute to the Christian philosophy of the school which values our friendships with others, including students from other schools. Our Soccer, Basketball, and Volleyball varsity teams play a limited slate of games and attend tournaments at Walla Walla College.

Students who participate in the varsity sports program must maintain grades of C- or better. Grade reports are released every 4½ weeks. If a student receives a grade below C- on the 4½, 9, 13½, or 18-week grade report during a semester, the student will not be eligible to participate in the varsity program until the next satisfactory grade report.

Students in grades 6-12 are encouraged to participate in our Intramural Sports Program on Fridays. During the intramural period, students who have missing classwork or choose to study will go to a directed study hall where they can receive coursework assistance from teachers.

Elementary students can participate in ski days in February. Students in grades K-5 must have a parent accompany them on the ski trips. There is also a gymnastics program that is exclusively for junior high students during the school day.

Testing Programs

LAA offers a wide assortment of tests to meet student needs. These include achievement tests, college entrance tests, career interest surveys, and personality tests. All high school students are given the Iowa Tests of Educational Development in October. This comprehensive test covers language skills, mathematics, science, social studies, and referencing skills. Teachers use these test results to help identify areas in which students may need more attention and teachers review the test results with parents in February at Parent Conferences.

PSAT Tests

The PSAT test, designed as a practice SAT, is used as the National Merit Scholarship Qualifying Test for juniors. A junior who scores well on the PSAT can be eligible for significant college scholarship funds. As a result, students are encouraged to take the PSAT their freshman and sophomore years as a practice. The PSAT is offered at LAA in October.

SAT and ACT Tests

All students should take either the SAT or the ACT at least once during their junior or senior years. Many students opt to take both and some choose to take a test more than once. Both tests cover language, writing and mathematical skills and are used by colleges to determine placement and scholarships. The ACT also includes science testing. LAA also offers SAT subject exams for students who need to demonstrate competency in specific areas such as Spanish or Biology in order to bypass certain college coursework. Each college has different policies, so contact interested colleges directly. LAA offers the SAT and ACT tests on Sundays, once in the fall and again in the spring. See the Calendar for specific dates.

Additions to Student Handbook

The school reserves the right to amend policies listed herein as voted by faculty and/or school board. The school also reserves the right to interpret rules and policies as individual situations and needs arise.