

LIVINGSTONE ADVENTIST ACADEMY



STUDENT HANDBOOK 2010-2011

5771 Fruitland Rd NE
Salem OR 97317
(503) 363-9408
FAX (503) 363-5721
Website: www.laaonline.org

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

ESTABLISHED 1898

ACCREDITATION

Livingstone Adventist Academy is accredited by the Northwest Accreditation Commission, 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
- ♦ Keizer Spanish Seventh-day Adventist Company
7685 River Rd NE, Keizer 97303 (503) 710-4949
- ♦ Monitor Spanish Seventh-day Adventist Church
35612 S Barlow Rd, Woodburn 97071
(PO Box 709, Mt Angel 97362) (503) 266-7643
- ♦ 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 97306 (503) 399-8698
- ♦ Stayton Seventh-day Adventist Church
610 Fern Ridge Rd, Stayton 97383 (503) 769-5203

HOURS OF OPERATION

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

PERSONNEL

Administration

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

Principal
Financial VP & Chaplain
Administrative Secretary
School Board Chairman

Faculty

Jody Seigal, B.S.
 Bev Laabs, B.S.
 Ted Perry, B.A.
 Daina Winslow-Rogers, B.S.
 Sharon Dickerson, B.S.
 Nenette Sequeira, B.S.
 Elizabeth Fish, M.A.T.
 Sharon Cutz, B.S.
 Heather Eick-Conover, M.A.T.
 Matthew Sandvik, M.A.T.
 Chris Sequeira, B.S.
 Mark Waterhouse, B.A.

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

Staff

Ken Magee
 Alex Bones
 Sharon Jones
 Sheila Kurz
 Angela Estrada
 Elizabeth Mansell
 Jackie Mathis
 Bertha Miranda
 Pam Naylor
 Kent O'Dell
 Stacey Perry
 LaVonna Waterhouse

Plant Services
Computer Tech
Librarian
Cafeteria Director
Home and School
Yearbook
Elementary Music
Latchkey
Cafeteria
Middle School PE
Pre-kindergarten
Spanish, Elementary PE

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

Dallas

Douglas Clayville, pastor
Judy Segura
Gayle Wilson

East Salem

Steve Lemke, pastor
Jerry Magee, chair
Marnie Grimmell
LuDell Parrett
Greg Thornton
Tom Wheeler

Keizer Spanish

Samuel Tahay, pastor
–

Monitor Spanish

Ivan Cruz, pastor
–

Salem Central

Mark Cockerham, pastor
Sandica Constantinescu

Robert Estrada

Salem Spanish

Luis Fajardo, pastor
Manuel Ceja

Silverton

Les Jones, pastor
Lynn Davison
Noni Ellison

Stayton

Les Jones, pastor
Jack Adams
Vicki Koger

South Salem

Dale Cardwell, pastor

Brian Villarete

School

Jon Dickerson, principal
Don Mansell, treasurer
Angela Estrada, home & school

Conference

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 using FlashAlert. Parents need to sign up for flash alerts at www.flashalert.net. When signing up at this website, alerts can be sent by e-mail, to your cell phone, or home phone. Parents can also access closure information by going directly to the www.pdxinfo.net website. These posts are instantaneous and much more accurate than anything that gets posted to the television or radio stations.

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.

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.

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 pre-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.

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 has suffered abuse or that an adult 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 works closely with the Salem-Keizer Public School District to provide services for students with special needs, however LAA is not equipped to accommodate students with extreme 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.

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)

In addition:

- ◆ All kindergartners must have Hepatitis A vaccine
- ◆ All 7th graders must have TDP.

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) ³ |
| ◆ 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 will be excluded until all nits have been removed.

³Students with pinkeye will be excluded until they have received treatment for 24 hrs.

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.

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 pre-Kindergarten students must be 4 years old on or before September 1 of that school year
 - ▶ 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

Exceptions to the age requirements must be granted by the Campus Life Committee upon recommendation of the teacher and administration. Exceptions will not be granted to any student whose date of birth falls after September 15 of the current school year.

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)

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.

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. Elementary students are usually able to make the transfer with minimal difficulty. Because high school courses require full semester attendance to receive credit, high school transfers are normally allowed only at the start of a semester. However, high school students may be permitted to transfer during a semester if the classes begun elsewhere can be reasonably continued at LAA.

FINANCIAL INFORMATION

Registration Fees

- ◆ Grades preK-7 \$255
- ◆ 8th Grade \$280
- ◆ High School \$330

Parents who pay registration fees by **June 10** will receive a **\$100 discount**. All bills are sent via e-mail.

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

Tuition	Yearly	9-Month (Sep-May)
Pre-kindergarten-5th grade		
◆ SDA Constituent*	\$3575	\$397.22
◆ SDA Non-Constituent	\$3875	\$430.56
◆ Other	\$4075	\$430.56
6th grade		
◆ SDA Constituent*	\$3890	\$432.22
◆ SDA Non-Constituent	\$4190	\$465.56
◆ Other	\$4390	\$487.78
7th & 8th grade		
◆ SDA Constituent*	\$4255	\$472.78
◆ SDA Non-Constituent	\$4555	\$506.11
◆ Other	\$4755	\$528.33
High School		
◆ SDA	\$6335	\$703.89
◆ Other	\$6835	\$759.44

*Member of a constituent Seventh-day Adventist church that financially supports Livingstone. Discounted rates are given Seventh-day Adventist church members due to financial support given by constituent churches to the school and by non-constituent churches to the educational funding of the Oregon Conference.

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, check, credit card or automatic withdrawal. Returned check fees, however, will be charged to account.
- ◆ LAA reserves the right to withhold transcripts, grades, and diplomas until student accounts have been paid.

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 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 20 will receive a 5% discount on tuition rates. Parents paying two lump sum payments by August 20 and January 10 will receive a 2% discount.
- ◆ Families with two students enrolled 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.
- ◆ Families who **refer a new family** to Livingstone will receive a \$250 credit for each new student who enrolls. The credit will be applied to the **December bill**. Only one referral can be credited per new student and the credit will be prorated if financial aid is involved.

Financial Aid

Families requesting financial aid should contact their local church first. Limited financial aid is available through Livingstone. LAA depends solely on donor support for financial aid. Student aid forms can be picked up at the school office. There is a \$20 application fee for the FACTS (Tuition assistance) form. This is an independent company which calculates financial assistance needs for families.

ADDITIONAL CHARGES

Textbook Fees

Students in grades 9-12 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. Some paperback supplemental texts are not supplied by LAA. Students will need to purchase those books online.

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) charge a fee of \$100. The middle school gymnastics program charges a fee of \$80.

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 \$3.50/meal or \$65.00 for a 20-lunch card. Lunch menus are published monthly online at www.laaonline.org. Students who order hot lunch in the morning, but who do not pick up hot lunch may be charged for the lunch.

Class Expenses

Additional expenses, including such things as class trips, music tours, school pictures, or miscellaneous class supplies are not billed to account. Outdoor Life Skills (Wilderness) charges a \$100 fee. High school Art class charges a \$25 fee.

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.

Charges will be assessed for students who are dropped off at school before 8:00 am or for students who are picked up from school after 3:30 pm. There is no charge assessed for morning latchkey between 8:00 and 8:15 or for afternoon latchkey between 3:15 and 3:30.

Latchkey charges are billed on account. Accounts must be current to continue Latchkey services. Rates per hour (prorated to nearest 15 minutes):

- ◆ One child \$2.50/child
- ◆ Two children \$2.20/child
- ◆ Three or more children \$2.00/child
- ◆ Late fee \$1.00/minute past closing time per child

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, or on school-sponsored activities off-campus, 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 secondary emergency contact as 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 going on field trips should have a permission slip signed by a parent, even if the field trip falls within school hours. This is to ensure that parents who need to take their child out of school for appointments will be aware that their child may be off campus at that time.

Parents volunteering to drive on field trips must have a copy of their automobile 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 7-12. 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.

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 must sign a computer use agreement which is an acknowledgment by the student of the following expectations:

- ◆ Students are not to use the internet for personal communication without authorization, (e.g. shopping, e-mail, Facebook, video files, etc.)
- ◆ Students are not to use offensive language.
- ◆ 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 download or upload any programs or files onto of off of the school computers or network.
- ◆ Students are not to change any computer settings (e.g. colors, program options, preferences) or delete, move, or modify any programs in any way without authorization.
- ◆ Students are not to engage in computer games during class time without authorization. All computer games must be appropriate to the Christian standards of the school.

Failure to abide by these rules may result in loss of computer privileges.

TELEPHONE USAGE

Students may have cell phones (or other communication devices) on campus provided they have signed a cell phone usage agreement. This agreement is an acknowledgment by the student of the following expectations:

- ◆ Except for emergencies, students will not be called out of class to take phone calls.
- ◆ Cell phones are not to be out or used during school hours without express authorization from staff. Failure to abide by this rule will result in confiscation of cell phone. A parent will be required to pick the phone up from the office.
- ◆ Students needing to make arrangements for after-school activities should do so before the end of the school day.
- ◆ LAA is not responsible for information transmitted by cell phones. Evidence of inappropriate use of cell phones such as “sexting” or other inappropriate texting will result in disciplinary action.

PROHIBITED ITEMS

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

- ◆ Fireworks
- ◆ Drugs, alcohol, and tobacco
- ◆ Obscene pictures or literature
- ◆ Occultic literature or items
- ◆ Gambling games
- ◆ Skateboards
- ◆ Weapons, real or fake, including slingshots, air soft guns and pepper spray. A student in possession of a weapon or object with apparent intent to harm others shall be subject to immediate discipline. Parents and the appropriate law enforcement agencies shall be notified as warranted. Appropriate counseling may be required before the student returns to school.

The following items are prohibited on campus or at school activities unless authorized by the administration for campouts or similar events:

- ◆ Lighters and matches
- ◆ Knives
- ◆ Paintball guns
- ◆ Water guns

RESTRICTED ITEMS

The following items may be on campus with restrictions:

- ◆ Laptop computers may be used only for school-related work.
- ◆ Cell phones are not to be used during school hours.
- ◆ Audio-visual devices, such as i-pods, gameboys, and digital cameras may only be used on campus or on bus trips with permission of the teacher or supervisor.

Students using these devices must agree to the following terms:

- ◆ Students may not lend or trade laptops, 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 time unless authorized.
- ◆ LAA does not accept any responsibility for lost or stolen items

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

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.

PUBLICATIONS

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

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.

DROP OFF AND PICK UP PROCEDURES

Procedures for parents dropping off elementary students in the morning:

- ◆ Prior to 8:15, students must go to morning latchkey and should be dropped off in the front of the school building.
- ◆ Between 8:15 and 8:30, parents should use the turnaround and students can enter the back gate to go to their classrooms. Any student dropped off at the back gate is considered on time for school.
- ◆ After 8:30, students must be dropped off in front of the office to pick up a late slip for class.

Procedures for picking up elementary students after school:

- ◆ Students are dismissed at 3:15 (2:00 on Fridays). Parents should pick up their children along the turnaround. For safety, children are only permitted to enter vehicles parked along the sidewalk. Children entering the driver's side of the vehicle should be escorted by an adult.
- ◆ After the line of cars has departed from the turnaround, students can be picked up in front of the school building from latchkey.

High school students can be dropped off and picked up at the high school. Elementary students who ride with a high school student may be picked up at the high school.

STUDENT DRIVERS

Rules

- ◆ Students must drive carefully on campus. Campus speed limit is 10 mph.
- ◆ Students are not allowed to drive their vehicles to off-campus field trip activities or extended trips without approval from the administration.
- ◆ 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 or for those who violate our transportation policy.

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

Proof of Insurance

All student vehicles driven on campus are to be properly insured. LAA assumes no responsibility for failure to maintain current insurance on student vehicles.

Transporting Other Students

Students wishing to ride with another student or transport another student (other than an immediate family member) must have permission from the parents of all students involved. Livingstone assumes no liability for students who violate this policy.

Parking

Students must park in their designated space and leave the vehicle locked during the school day. Students are assigned parking spaces along the north and west sides of the high school complex. Parking spaces will not be assigned without proof of current vehicle insurance.

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 are allowed to leave campus on Fridays after noon provided they have no missing classwork and have parental approval.

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
- ◆ Inappropriate texting

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. Student activities which are sponsored by the school are always group functions and are designed to promote healthy relationships. Dating relationships are exclusive friendships that do not promote a positive learning environment for students and are discouraged at school. To help create a wholesome atmosphere while respecting others, students must refrain from kissing, caressing, lap-sitting, or other affectionate displays that are inappropriate for a public setting.

DRESS CODE

The dress code 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. The dress code should be viewed as the best means of creating a positive learning environment, not as a judgment of a person's character.

- ◆ 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. 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. Shoulder straps should be at least 2 fingers in width.
- ◆ Clothing must be free of inappropriate artwork, phrases or logos. This includes alcohol advertisement, rock bands, skulls, 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. Dresses should come to just above the knee when standing.
- ◆ 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. Nail polish may be worn if it is not a distraction.
- ◆ Hair must be of natural color and not styled as a distraction.
- ◆ 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. Students who do not comply may be required to wear school-issued attire for the day or may be 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. LAA does not classify absences and tardies as either excused or unexcused.

Leaving Class

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

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.

ELEMENTARY ATTENDANCE POLICY

Absences

As far as possible, students are expected to keep up with class work during absences. Students must make up all necessary missing work within a reasonable time frame determined by the teacher. Students absent more than 10 times in a quarter may require a parent conference with the administration. Middle school students with perfect attendance for the quarter will be recognized at our quarterly STARS student assembly.

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 dropped off at the back gate by 8:30 are not tardy provided they go directly to class. Students who arrive after 8:30 must pick up a pass from the office to present to the teacher upon entering the classroom.

HIGH SCHOOL ATTENDANCE POLICY

Absences

- ◆ There are no excused nor unexcused absences. Students who miss class because of school functions, such as music tour, are not counted as absent from any class they miss. They are technically *at school*.
- ◆ To receive credit for a semester class, students may not be absent from the class more than 12 days.
- ◆ A student is considered absent from a class if he or she misses more than 10 minutes of any class period.
- ◆ Notification will be sent to parents when a student is within 3 absences of the limit in any class.
- ◆ Students are expected to make up all work missed due to absences within a reasonable time limit, determined by the teacher, not to exceed 2 weeks; however, students missing more than 12 class periods in a semester are subject to loss of credit for the semester
- ◆ If a student exceeds the absence limit, the Campus Life Committee will review the circumstances resulting in the excessive absences and may grant credit on condition of additional classwork being completed. No exemption will be granted to students who are otherwise failing the class. An incompleteness will be recorded for the class until the work has been completed. Students who fail to remove an incompleteness within 30 days of the semester close will receive a grade of F for the class.

Tardies

Students are expected to be in class when the tardy bell rings. Students needing to leave class to use the restroom or retrieve material from their locker are permitted to sign out and take a hall pass with them.

- ◆ A tardy is recorded when a student arrives to class less than 10 minutes late, or has to leave class less than 10 minutes early.
- ◆ Tardies beyond 10 minutes are considered absences.
- ◆ Tardies caused by a staff member, such as a teacher conference or lunch clean-up, will not be recorded.
- ◆ A student who receives a tardy is entitled to make up any work he or she missed, provided they have not exceeded the semester absence limit for the class.
- ◆ Three tardies in any one class will be counted as one absence which will count toward the allowable absence limit for the semester.

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. Students arriving late are responsible to order hot lunch before 9:30 or it may be unavailable.

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 e-mailed to parents of students with grades below 70% approximately every 4½ weeks. 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. Parents can sign up online using a link posted on the school web site about 2 weeks before the conference date. Students are welcome to attend the conferences.

HOME SCHOOL STUDENTS

Home School students who wish to take a partial class load may register at reduced rates. Tuition is prorated according to credits enrolled in. Home School students taking 12.5 semester credits or less are charged a \$25 registration fee to cover student insurance. Students taking more than 12.5 credits are charged the regular registration fee.

Tuition rates for partial class load:

- ◆ \$600/semester for one 5 credit semester class
- ◆ \$1200/semester for two 5 credit semester classes
- ◆ \$300/semester for one 2.5 credit elective semester class.

Students taking more than 12.5 credits in one semester will be charged full tuition rates.

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, copying material from the internet without giving credit, 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 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:¹

- ◆ Religion 40 credits²
- ◆ Language Arts 40 credits
- ◆ Mathematics 30 credits at Algebra 1 level or higher
- ◆ Science 30 credits of which 20 credits are lab science
- ◆ Social Studies 30 credits
- ◆ Practical Arts 10 credits
- ◆ Computers 10 credits
- ◆ Physical Education 10 credits
- ◆ Health Education 10 credits
- ◆ Fine Arts 10 credits
- ◆ Electives 20 credits

TOTAL CREDITS: 240³

¹Students who enrolled at LAA under previous handbooks may graduate under the requirements in effect for the year they enrolled. Students who have transferred into LAA from other high schools may request to the curriculum committee to graduate under the requirements for the year they entered ninth grade.

²Graduates 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.

³No course credit may count for more than one requirement.

College Preparatory Diploma

In order to receive a College Preparatory Diploma from LAA, students must complete the requirements for the General Diploma (except the elective credits) and the following additional requirements:

- ◆ Foreign Language 20 credits of the same language
- ◆ Mathematics 10 additional credits at Algebra 1 level or higher
- ◆ Science 10 additional credits
- ◆ Minimum Cumulative GPA of 2.67

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 whose cumulative GPA is below 2.0 will be placed on academic probation. If their GPA remains below 2.0 after the next semester, they may 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.

Dual Credit

Students wishing to take courses for high school and college credit should check with administration. Some courses are available. Extra charges apply.

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.

Elective Classes

Most elective classes are either fine art courses or practical art courses. Examples of fine art courses include:

- ◆ choir
- ◆ handbells
- ◆ praise team
- ◆ art

Examples of practical art courses include:

- ◆ cooking
- ◆ videography
- ◆ wilderness
- ◆ auto maintenance
- ◆ yearbook
- ◆ journalism

SUGGESTED COURSE OF STUDY

9th Grade

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

10th Grade

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

11th Grade

Religion 3
English 3
Algebra 2
Chemistry
US History
Spanish 1
Electives

12th Grade

Religion 4
English 4
Precalculus
Marine Biology/Anat. & Phys.
Government & Economics
Spanish 2
Electives

Semester Finals

Students must have financial accounts cleared before any semester final exams may be taken, or prior to any semester final projects or presentations may be presented.

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

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 three programs. Seniors must attend each program and be dressed in graduation gowns for the Baccalaureate and Commencement ceremonies.

- ◆ Baccalaureate: Sabbath morning worship service with parent tributes
- ◆ 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 church attire.

Academic Recognition

Graduates who meet the following minimum 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.

In addition, Walla Walla University presents scholarships to students at graduation based on leadership exemplified through offices held and academic achievement. Seniors are also eligible to apply for the Doug and Kerry Johnson Scholarship which is a \$1000 scholarship awarded each year to one LAA graduate. Applications are available in the office.

8TH GRADE GRADUATION

8th grade graduates who have a 90% 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 and a \$500 scholarship to LAA. 8th grade graduates who have a 90% average in all classes in grades 5-8 but do not meet the ITBS requirement will be awarded the President's Award for Educational Achievement and a \$100 scholarship to LAA.

ELEMENTARY GRADES

Elementary grades are recorded by quarters. Grades K-4 utilize a grading system that stresses skill mastery rather than letter grades. Grades 5-8 utilize standard letter grades. Middle school students who earn A's and B's in a quarter will receive recognition at our quarterly STAR student assembly.

GRADING SCALE

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. No grade will be recorded on the transcript.

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. 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 Middle School ASB. 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 to juniors and seniors who hold leadership positions.

High School 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. 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.
- ◆ All elected officers must have no current semester grades below 70% at the time of election.

Officers who receive any semester grade below 70% 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: ASB Sports Coordinator, ASB Secretary-Treasurer, Junior Class President
- ◆ 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.

OUTREACH OPPORTUNITIES

Various outreach opportunities are given to students throughout the school year, including weeks of prayer led by our students. Seniors incorporate mission service 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 on campus led by one of our pastors.

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 are expected to

maintain grades of C- or better. Failure to keep grades up may result in loss of practice time or playing time. Students on academic probation (cumulative GPA below 2.0) are ineligible to sign up for varsity sports.

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/March. Students in grades K-5 must have a parent accompany them on the ski trips. There is also a gymnastics program primarily for junior high students during the school day. Students must qualify for the gymnastic team through tryouts.

PERFORMING ORGANIZATIONS

LAA has several performing organizations including high school and junior high choirs, high school bells, gymnastics, and varsity sports teams. These organizations are time intensive and involve performance dates outside of the school day. Students who sign up for these classes must agree to a year-long commitment and must be at all performances except in the most serious of circumstances.

FOOD AND DRINK

Food and drink, other than water bottles, are not permitted in the classrooms or gymnasium without teacher authorization. Elementary students are not permitted to chew gum unless authorized by teacher

BULLYING

Livingstone Adventist Academy takes the issue of bullying very seriously. Students who are bullied can develop self-esteem issues and students who bully are developing negative social habits that will affect them throughout their life. Not all misbehavior directed toward other students is bullying, however. Children commonly test the limits of acceptable behavior through verbal or physical actions. In each elementary classroom, conflict management skills are taught which enable children to learn how to stand up for themselves, diffuse conflicts, and properly alert teachers to inappropriate situations. Each child is a Christian-in-training and will make occasional behavior errors. Such misbehavior directed at particular students over a prolonged time, however, is bullying and parents will be contacted to work with the teachers in changing the behavior. If your child indicates a bullying situation to you, please contact his or her teacher immediately.

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. 8th grade graduates who have maintained a 90% average in grades 5-8 are eligible for scholarship money if they score above the 75th percentile in reading or math on the ITBS test given in 8th grade.

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. Each college has different policies, so contact interested colleges directly. LAA offers the SAT and ACT tests on Sundays at least once each year.

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.

CALENDAR 2009-2010

FIRST QUARTER AUG 23-OCT 22

Mon, Aug 23	First Day of School
Fri, Sep 3	Minimum Day 1
Mon, Sep 6	Labor Day NO SCHOOL
Thu, Sep 9	Back to School Night
Fri, Sep 17-Sun, Sep 19	School Family Campout

SECOND QUARTER OCT 25-JAN 14

Thu, Oct 28	Parent Conferences NO SCHOOL
Sun, Nov 14	Fall Festival
Tue, Nov 23	Minimum Day 2
Wed, Nov 24-Fri, Nov 26	Thanksgiving Vacation NO SCHOOL
Thu, Dec 2	K-5 Christmas Program
Fri, Dec 17	Minimum Day 3
Mon, Dec 20-Fri, Dec 31	Christmas Vacation NO SCHOOL
Mon, Jan 3	School Resumes
Fri, Jan 14	Minimum Day 4

THIRD QUARTER JAN 18-MAR 16

Mon, Jan 17	Martin Luther King Day NO SCHOOL
Fri, Feb 18	Minimum Day 5
Mon, Feb 21	President's Day Holiday NO SCHOOL
Thu, Mar 3	Learning Fair and Constituency Meeting
Wed, Mar 16	Visitation Day/ Minimum Day 6
Thu, Mar 17-Tue, Mar 29	Spring Break NO SCHOOL

FOURTH QUARTER MAR 30-JUN 4

Thu, Apr 7	Parent Conferences NO SCHOOL
Sun, Apr 17	International Food Fair
Thu, May 5	K-5 Spring Program
Thu, May 12	6-12 Spring Program
Fri, May 27	Minimum Day 7
Mon, May 30	Memorial Day Holiday NO SCHOOL
Thu, Jun 2	8 th grade Graduation
Fri, Jun 3	Last Day of School/ Minimum Day 8
Sat, Jun 4-Sun, Jun 5	High School Graduation

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SCHEDULE 2010-2011

Time	Days	Miss Eick	Mr. Sandvik	Mr. Sequeira	Mr. Waterhouse	Mrs. Waterhouse	Mr. Reisig	Pr. Cardwell	Mr. Dickerson	Ms. Mathis	Mrs. Mansell	Mr. Mansell	Ms. Fish
8:30-9:15	M-Th		Bible 1	Bible 4			Bible 2	Bible 3					
	F	Chapel											
9:18-10:03	M-F	English 3	Precalculus	Geometry	Algebra 2								
10:06-11:02	M-Th	English 4	World History		Computers	Spanish 1							
	F	Cooking	Choir	Fitness	Videography				Bells				
11:05-12:01	M-Th	English 3		PE	Physics	Spanish 2							
	F	English 2	Algebra 1	Prealg.	Govt/Econ				Chemistry				
12:01-12:32	M-F	Lunch											
12:32-1:28	M-Th	Man Bio/A&P	U.S. History	Health	Physics								
	F	Intramurals & Study Hall 12:32-2:00											
1:31-2:16	M-Th	English 2	Algebra 1	Pre-algebra	Government/Economics				Chemistry				
2:19-3:15	MW	Cooking	Choir	Fitness	Videography				Bells				Gymnas.
	TTh	Journalism	Jr. Choir	Wilderne	Auto Maint.					Art	Yearbook	Praise	