



---

# LIVINGSTONE

---

## Adventist Academy

### SCHOOL HANDBOOK

### 2021-2022

5771 Fruitland Road NE  
Salem, OR 97317-3369  
Phone: (503) 363-9408  
Fax: (503) 363-5721  
[www.laaonline.org](http://www.laaonline.org)

*Livingstone Adventist Academy inspires its students to  
know God, seek wisdom, and to serve others.*

# TABLE OF CONTENTS

School Contacts .....	Facing page
About Our School .....	2
Mission & Philosophy .....	4
History of Livingstone Adventist Academy .....	5
Admissions .....	6
Financial .....	8
Attendance .....	12
Student Conduct .....	16
Dress Code .....	20
Medical .....	22
School Policies & Procedures .....	24
Academic Policies .....	30
Academics - Elementary School .....	32
Academics - High School .....	33
Student Leadership Positions .....	42
Outreach & Extra-Curricular Opportunities .....	44
High School Graduation .....	47
Core Values .....	Back Cover

*Livingstone Adventist Academy reserves the right to amend policies listed herein the School Handbook as voted by faculty and school board. Livingstone Adventist Academy also reserves the right to interpret rules and policies as individual situations and needs arise.*

# SCHOOL CONTACTS

## *Administration*

### *Principal*

George Personius

gpersonius@laaonline.org

### *Treasurer*

Peggy Kroschel

pkroschel@laaonline.org

### *Office Manager*

Pam Naylor

pnaylor@laaonline.org

## *Faculty*

Kirk Betz

kbetz@laaonline.org

Sharon Cutz

scutz@laaonline.org

Sherry Galvez

sgalvez@laaonline.org

Katrina Koch

kkoch@laaonline.org

Lorin Koch

lkoch@laaonline.org

De'Armond Mitchell

dmitchell@laaonline.org

Stacey Perry

sperry@laaonline.org

Chris Sequeira

csequeira@laaonline.org

Nenette Sequeira

nsequeira@laaonline.org

Robbie Wheeling

rwheeling@laaonline.org

## ABOUT OUR SCHOOL

Livingstone Adventist Academy welcomes all students who desire a Christ centered education and are willing to adhere to our high moral standards, are in harmony with our objectives, and are willing to comply with the principles and regulations of the school. Livingstone Adventist Academy does not discriminate on the basis of race, gender, religion, or national origin. Students should realize that when they present themselves for admission, they thereby willingly pledge to observe the regulations and uphold the Christian principles of Livingstone Adventist Academy. Contrary behavior will result in the forfeiture of a student's privilege to attend. Please also be aware that a student may be denied admission due to class size.

Livingstone Adventist Academy is a Christian school serving the Willamette Valley since 1898. Livingstone Adventist Academy welcomes all students regardless of religious background. The school holds to a set of values based on Biblical principles. Our purpose is to offer the best in academics, coupled with deeply rooted Christian values.

At Livingstone Adventist Academy we believe that students should understand and live by standards of honorable Christian behavior. We also believe that these behaviors are a matter of attitude and choice rather than a system of rules and regulations. Decent, self-respecting behavior must be based on personal integrity and genuine concern for others which is the foundation of Jesus' teachings.

The members of the Livingstone Adventist Academy community should conduct themselves in a trustworthy manner that will further the best interest of the school, their class, and any teams or clubs to which they belong. They should act as responsible members of the community, working for the common good rather than solely for personal advantage. They should honor God, seek wisdom, and serve others, conducting themselves at all times in a moral and decent manner while at Livingstone Adventist Academy and throughout their lives as citizens of and contributors to their community.

### ACCREDITATION

Livingstone Adventist Academy is accredited by the Middle States Association of Colleges and Schools and the Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities.

## SCHOOL BOARD

Representatives to the school board are elected by each constituent church. Members serve a three year term 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 p.m. on the third Tuesday of every month. A list of board members is available in the school office.

## CONSTITUENT CHURCHES

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

Dallas Seventh-day Adventist Church (503) 623-5872  
*589 SW Birch Street (PO Box), Dallas, OR 97338*

East Salem Seventh-day Adventist Church (503) 363-0390  
*5575 Fruitland Road, Salem, OR 97317*

Inside Out Ministries (503) 399-8698  
*702 High Street NE, Salem, OR 97301*

Salem Central Seventh-day Adventist Church (503) 364-4626  
*1330 Summer Street, Salem, OR 97301*

Salem Spanish Seventh-day Adventist Church (503) 856-9700  
*4625 Cordon Road, Salem, OR 97305*

Silverton Seventh-day Adventist Church (503) 873-8568  
*1159 Oak Street, Silverton, OR 97381*

Stayton Seventh-day Adventist Church (503) 769-5203  
*610 Fern Ridge Road, Stayton, OR 97383*

Woodburn Spanish Seventh-day Adventist Church (503) 902-0650  
*782 Willow Avenue, Woodburn, OR 97071*

## MISSION & PHILOSOPHY

**MISSION**—Livingstone Adventist Academy inspires its students *to know God, to seek wisdom, and to serve others.*

**To know God** - *We believe that only through a personal, connected relationship with God can anyone reach his or her highest achievements. Livingstone Adventist Academy purposefully strives to create a culture where students can come to know Christ and enter into a partnership with Him for their lives. These objectives are reached through thoughtful, age appropriate bible study, application of principles, and mentoring that allows the student to grow with Him and for Him.*

**To Seek Wisdom** - *We believe true learning is commitment to principles which teach that we are to do all things to the best of our abilities. We promote academic excellence in our students because we believe ultimate value is only experienced when the learner has accomplished his or her best. Livingstone Adventist Academy inspires its youth to seek wisdom through a variety of activities designed to encourage and develop talents for life.*

**To Serve Others** - *We believe that in order to raise successful leaders who are sensitive to the needs of others, youth need to be given the opportunity to serve others like Jesus did. We seek to create a generation of young people who will leave a legacy by giving more than they take and enthusiastically being the hands and feet of Christ in service to humanity. Through the work of service, they can experience growth of character, true joy, and receive blessings untold!*

**VISION** - To be known in the community as a school where the atmosphere is one of uncompromising dedication to God, academic excellence, and enthusiastic passion to serve; a place where all parents will want their children to attend because Christ is woven into everything we do.

**PHILOSOPHY** - At Livingstone Adventist Academy we believe each individual was wonderfully made by God. As such, we believe each individual deserves the highest respect, honor, and duty. We believe that in order for students to achieve their best, the school and their home must develop a partnership with God as the center. As students develop their character from the inside out, they become the light they were called to be.

**INSPIRE** - We believe God gives us all freedom of choice and a true believer follows God based on an understanding of this freedom. In a similar manner, our faculty seeks to guide their students through intentional relationships, leadership, and mutual respect. Through these methods, students can be inspired to learn not because they have to but because they want to and they exceed in what is required.

# HISTORY OF LIVINGSTONE ADVENTIST ACADEMY

Livingstone Adventist Academy was founded in 1898. It was originally located near downtown Salem. The decision was eventually made to move to a more rural area just outside the city on Fruitland Road where the school is located today.

The name Livingstone can sometimes confuse people trying to pronounce it and spell it. It is pronounced “Livingston” but it is spelled with an “e” at the end. Why? There are two narratives that our most experienced alumni present us with.

The first is that the school was named after Dr. David Livingstone who was an adventurer who worked in Africa helping to bring medicinal healing and knowledge to the locals.

The second is that we get our namesake from 2 Peter 2, which says that we are like “living stones” being built together into a spiritual house upon Christ the chief cornerstone.

While both narratives are worthy to be the reason for which our school was named, it is more likely that we are named after Dr. Livingstone who did much of his work and explorations in Africa.



# ADMISSIONS

## **NEW STUDENTS**

New students must go to the Livingstone Adventist Academy website at [www.laaonline.org](http://www.laaonline.org), select “New Students Apply Here” and follow step-by-step instructions. After you submit your application, school administration will contact you to set up an appointment to meet.

Prospective students are encouraged and invited to visit our campus. Each spring Livingstone Adventist Academy hosts an Academy Day for prospective students. This is a special time for parents and students to meet our teachers and get acquainted with other students. Tours of the campus, programs highlighting student organizations, and other activities are planned to introduce you to all Livingstone Adventist Academy has to offer.

An interview is requested of all new students entering 3rd - 8th grades. Acceptance to Livingstone Adventist Academy will be formalized through the school administration.

Students who are attending school for the first time must:

- Pre-Kindergarten students must be 4 years old on or before September 1st of that school year.
- Kindergarten students must be 5 years old on or before September 1st of that school year.
- 1st grade students must be 6 years old on or before September 1st of that school year.
- Provide a copy of their birth certificate
- Have a physical examination
- Provide a copy of immunization records

*Exceptions to the age requirements must be granted by the school administration upon the recommendation of a teacher and/or administrative staff member. Exceptions will not be granted to any kindergarten or 1st grade student whose date of birth falls after September 15th of the current school year.*

## **RETURNING STUDENTS**

All returning students must have all financial obligations from the previous year cleared before beginning classes. Parents and students must log in to TeacherEase Parent Login, go to Family Information, go to Enrollment/Reenrollment, then Student. You will need to do this process for each student. There is a \$10 processing fee per student payable to TeacherEase.



## ***MID-YEAR TRANSFERS***

Students wishing to transfer into Livingstone Adventist Academy during the school year must consult with school administration. Elementary students are usually able to make the transfer with minimal difficulty. High school courses require full semester attendance to receive credit, so 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 Livingstone Adventist Academy.

## ***IMMUNIZATIONS***

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

- Diphtheria/Tetanus vaccine (5 doses by Kindergarten)
- 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 the chicken pox)
- Hepatitis A vaccine (2 doses prior to entering pre-school)
- Tdap vaccine (prior to entering 7th grade)

## ***SPECIAL NEEDS STUDENTS***

Livingstone Adventist Academy works closely with the Salem-Keizer Public School District to provide services for students with special needs under the Individuals with Disabilities Act. However, Livingstone Adventist Academy is not equipped to accommodate students with extreme needs, and in some cases may recommend that a student be placed in another program where resources, training and specialized personnel are available. Parents of children with special needs, IEP's, or 504 Plans must disclose such information prior to the student being accepted to Livingstone Adventist Academy.



## FINANCIAL



### ENROLLMENT FEES - 2020/2021 School Year

- \$0 per student when enrolled **by** March 31, 2021
- \$75 per student when enrolled **by** April 30, 2021
- \$125 per student when enrolled **after** April 30, 2021

**All accounts must be current for registration to be processed.** Any exceptions must be granted by the Finance Committee.

#### TUITION

#### YEARLY

Pre-Kindergarten/Kindergarten (1/2 day) \$3,245

Elementary (K - 5th) \$5,920

Middle School (6th - 8th) \$6,640

High School (9th - 12th) \$8,250

- \$650 per semester for one 5 credit semester class
- \$325 per semester for one 3 credit elective semester class

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

*Discounted rates are given to Seventh-day Adventist church members due to financial support given by their churches to the educational funding of the Oregon Conference.*

### MONTHLY DUE DATES

Livingstone Adventist Academy has a 10 month billing which is from September through June. All payments are due on or before the 10th of each month.

### PAYMENT OPTIONS

No payments can be made through TeacherEase

- Monthly auto-withdrawal from bank account or credit card

- Pay cash, check or credit card at the school office
- Mail payment by check or money order *(any mailed payments must be received by the 10th of each month)*

## PAYMENT PLANS

All families must sign and submit a financial agreement:

- 10 month payment plan: first payment due on or before September 1st with final payment due June 10th
- Semester payment plan: 1st payment due on or before September 1st and 2nd payment due on or before February 1st in order to receive a 2% discount
- Full payment plan: a single payment due on or before September 1st in order to receive a 3% discount

Discounts will not be applied to any account that is not current. Any exceptions must be granted by the Finance Committee.

## DELINQUENT ACCOUNTS

- Any accounts more than 30 days past due will be assessed a monthly 1.5% interest charge on the unpaid balance.
- The finance committee will review accounts which are more than 45 days overdue.
- Affected students may be suspended from classes and extracurricular activities until satisfactory financial arrangements are approved.
- Livingstone Adventist Academy reserves the right to withhold transcripts, grades, and diplomas until student accounts have been paid.

## EARLY WITHDRAWAL

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

## LATE ENROLLMENT

Students enrolling during the school year will have tuition prorated according to their starting date.

## DISCOUNTS

- Parents paying the full year in advance on or before September 1st will receive a 3% discount on tuition rates.

- Parents paying each semester in advance will received a 2% discount on tuition rates.
- Families with two students enrolled at Livingstone Adventist Academy will receive a 3% discount on tuition rates.
- Families with three or more students enrolled will receive a 5% 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 who remains enrolled through December 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 Adventist Academy which depends solely on donor support for financial aid. The amount of assistance is based on family needs and the financial aid application form FACTS Grant & Aid Assessment. The FACTS application is online at: [factstuitionaid.com](http://factstuitionaid.com). FACTS is an independent company which calculates financial assistance needs for families. They charge a \$35 fee for their services.

Students receiving financial aid must:

- Maintain a minimum of 2.0 GPA (73%)
- Show excellent working habits
- Have very good attendance record

*Student performance is reviewed quarterly.*

To receive financial aid, family accounts must be cleared of any prior balance. Financial aid through Livingstone Adventist Academy Living Legacy Program is limited and is distributed on a first come first served basis. It is important that any family seeking financial assistance get their application in early. **Financial aid may be terminated if the family does not stay current with their balance.** All terminated aid will be the decision of Livingstone Adventist Academy Finance Committee.

All families receiving financial aid at any level are expected to get involved with the fundraising activities the school organizes. Please contact the business office for more information on how to get involved.

## HOMESCHOOL STUDENTS - High School

Homeschool students who wish to take one class may register at reduced rates.

Tuition is prorated according to credits enrolled in. For homeschool students there is a \$50 registration fee to cover student insurance. Full time students are charged the regular registration fee.

Tuition rates for partial class load:

- \$650 per semester for one 5 credit semester class
- \$325 per semester for one 3 credit semester class

## **STUDENT WORKERS**

Livingstone Adventist Academy offers a student work program for high school students. Students seeking employment at the school need to contact the business office. Students employed at school must work their scheduled time before participating in any after school activities.

## **ADDITIONAL CHARGES**

### **HOT LUNCH PROGRAM**

Livingstone Adventist Academy provides a quality vegetarian hot lunch program every day. Meal ticket prices are \$4.00 per meal. Fees are applied to the family statement at the end of each month.

### **MISCELLANEOUS EXPENSES**

Additional expenses (i.e. class supplies, music tours, school pictures) are not included in tuition plan.

### **SPORTS FEES**

- Middle school soccer - \$85 per student
- Middle school basketball - \$285 per student
- High school soccer - \$285 per student
- High school girls volleyball - \$285 per student
- High school boys and girls basketball - \$285 per student

### **TEXTBOOK FEES**

Students in 9th - 12th grades are charged a rental fee for textbooks. The amount of the fee depends on the age and condition of the specific textbook. If the textbook is returned in reusable condition and if the textbook will be used again the following year, then 50% of the rental fee will be reimbursed at the end of the year.

## 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. As a consequence, Livingstone Adventist Academy does not classify absences as either excused or unexcused.

### *ABSENCES & TARDIES*

**Elementary** attendance is recorded daily. Students gone for the morning or afternoon only will be marked absent for one-half day only. Students with perfect attendance for the quarter will be recognized at our quarterly S.T.A.R. student assembly.

Students who are late to school will need to go to the school office to receive a tardy slip before going to their classroom.

Students are expected to keep up with classwork during absences. Students must make up all necessary missing work within a reasonable time frame determined by the teacher.

**High School** attendance is taken in each classroom. Students are counted absent from a class if they are out of the classroom for more than 10 minutes without a teacher's permission.

Students absent from or tardy from class will need to make up the work they missed. Missing work must be made up in a reasonable time frame in order to be accepted. It is recommended that students check in with teachers in advance of a known absence. *Your child must check the respective teacher's syllabus for policies specific to that teacher.*

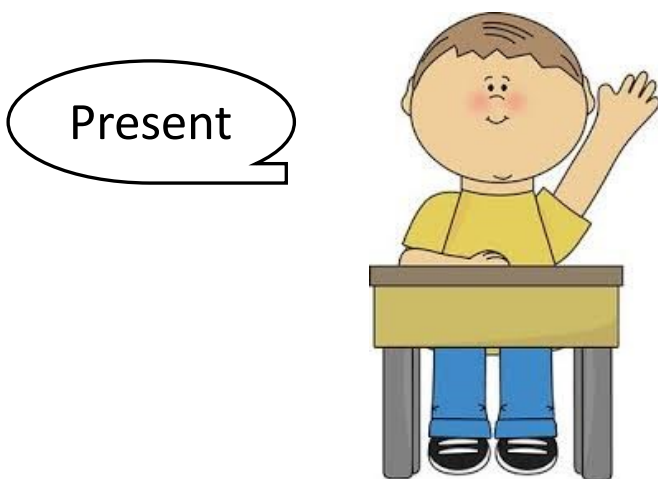
Students are expected to be in class when the tardy bell rings. Students will be marked tardy at each class period. Students who are tardy to class may have their attendance grade for that class affected.

Tardiness caused by a staff member, such as a teacher, a conference or lunch clean-up will not be penalized. Students who leave class without permission will be considered tardy (if less than 10 minutes) or absent from class (if more than 10 minutes).

Students who are on school functions (i.e. sports games/tournaments, Rosario trip) will not be counted as absent from either the school day or individual classes, but still must make up missed work. Students who are on campus but absent from class may not be entitled to make up work missed due to their absence from class.

Students absent or tardy more than 10 times in a semester will be subject to review by the Campus Life Committee and could put the student at risk of not being able to participate in school activities/events. The Campus Life Committee has the ability to deny credit, but may also waive absences and/or authorize additional coursework to replace excess absences.

**To ensure the safety of our students, parent or guardian is requested to call or email the school office by 9:00 a.m. each day their child is absent.**



### *SCHOOL HOURS*

Monday - Thursday	8:30 a.m. to 3:15 p.m.
Friday	8:30 a.m. to 2:00 p.m.
Minimum Days	8:30 a.m. to 12:00 p.m.

## *KIDS ZONE CARE*

Elementary and middle school students, arriving at school before 8:15 a.m. must go to Kids Zone. Kids Zone is available from 7:15 a.m. - 8:15 a.m. High school students arriving before 7:30 a.m. must go to Kids Zone. High school students arriving after 8:00 a.m., but before 8:30 a.m., must go to the Lions Den.

### **Cost for Kids Zone**

if used anytime prior to 8:00 a.m.	\$4.00 per hour
if used between 8:00 a.m. - 8:15 a.m.	\$2.50 per day

Elementary and middle school students still on school campus at 3:30 p.m. must go to Kids Zone. This program runs Monday - Thursday from 3:30 p.m. - 4:30 p.m. and on Fridays from 2:15 p.m. - 3:15 p.m. or till one hour before sundown, whichever is earlier. On early dismissal Fridays, this program runs from 12:15 p.m. 1:15 p.m. or until an hour before sundown, whichever is earlier.

High school students still on campus at 3:30 p.m. (Monday-Thursday) must go to the Lions Den. If any high school student is still on campus after 4:30 p.m. (Monday-Thursday) they must go to the Kids Zone unless receiving prior approval from the Office Manager. As a general rule, the Lions Den will remain open to high school students 1 hour and 15 minutes after school dismissal.

### **Cost for Kids Zone for after school supervision**      \$4.00 per hour

Students who use Kids Zone are charged the full \$4.00/hr. whether it is for 5 or 60 minutes because we must pay our staff based on hours, not minutes.

All students must be signed out by a parent or guardian. Siblings can sign for another sibling only if they are a designated and approved driver.

If your student is a member of a carpool and is staying after school because another member of the carpool is involved in an athletic program or school sponsored program you will not be charged for after school care on those days.

Students picked up after 4:30 p.m. will be charged a \$15.00 fee per each half hour, unless special arrangements have been made at least 24 hours in advance. Please be respectful of our staff's time.



*Kids Zone Care fees are applied to the family statement at the end of each month. Unpaid fees may subject your student (s) to suspension from Kids Zone care until balance is paid.*

## **DROP OFF & PICK UP**

### **Morning drop off**

- No vehicle is to be left unattended unless parked in the designated parking lot.
- Elementary and middle school students arriving after 8:30 a.m. will need to go to the school office to get a tardy slip before heading to their classroom.

### **After school pick-up**

- Students are dismissed at 3:15 p.m. (2:00 p.m. on Fridays)
- All elementary/middle school students who have not yet been picked up by 3:30 p.m. (2:15 p.m. on Fridays) will be sent to Kids Zone.
- Elementary students who ride with a high school student must have written permission on file in the school office.



# STUDENT CONDUCT

## ***ACADEMIC HONESTY***

A student's work 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 includes: 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 ones 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.

## ***PERFORMING ORGANIZATIONS***

Livingstone Adventist Academy has several performing organizations including: high school and junior high choirs, high school and junior high handbells, Music Ministries and a small select choir (OSSIA). 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.

## ***PUBLIC DISPLAY OF AFFECTION***

Students are encouraged to cultivate healthy relationships and maintain proper decorum at school and at school sponsored events. Students are asked not to display inappropriate outward affection toward one another in ways that cause others to feel uncomfortable. Students who demonstrate inappropriate public affection will be reprimanded and may be placed on social restriction.

If students continue to show unacceptable public affection after being reprimanded, social restrictions will occur and parents will be notified. Social restriction could include limitations on interacting with one another at all school activities on and off campus.

## ***PROHIBITED BEHAVIOR***

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

- Theft
- Cheating
- Vandalism of school property, including defacing, destroying, wasting or misusing school property or equipment \*
- Setting off fire alarms without just cause
- Assault, fighting, or threats of harm
- Sexual harassment or misconduct
- Possession, purchase, sale, use, delivery or distribution of drugs, alcohol, or tobacco, or any related items
- Open defiance of school policy
- Use of profane or obscene language or materials
- Inappropriate displays of affection
- Inappropriate internet usage, including Facebook, Twitter and other social media 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.

*\*Restitution may be required*

*\*\*Livingstone Adventist Academy holds the right to protect its reputation from malicious postings regardless of when postings are made.*

## ***RESTRICTED ITEMS***

Laptop computers, tablets, Chromebooks and other personal devices may be used provided the student has signed and submitted the computer use agreement policy. Laptops, tablets, and Chromebooks may only be used when authorized and only for school-related work.

IPods, digital cameras, or phones 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, share or trade devices or content.
- Students are forbidden to use cameras/photography of any kind in locker rooms, bathrooms or changing areas.
- Headphones must be used when applicable.
- Content must be appropriate for a Christian environment.

## ***PROHIBITED ITEMS***

Livingstone Adventist Academy has no tolerance for the use, possession, promotion, purchase, distribution, or delivery of alcohol, drugs, drug paraphernalia, or any controlled substance. Anybody involved in this type of activity shall be suspended from school immediately and may receive additional consequences from civil authorities. Students may also be immediately placed on behavior plans, be referred for drug and alcohol counseling, or be subject to expulsion.

Students may not bring the following items to school or school activities. These items brought on campus will be confiscated and appropriate disciplinary action will be taken:

- Drugs, alcohol, and any other controlled substances
- Vapes
- Fireworks
- Obscene pictures or literature
- Occult literature or items
- Gambling games
- Skateboards
- Weapons (real or fake) including slingshots, air soft guns and pepper spray

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

## ***BULLYING/CYBERBULLYING***

**Bullying is repeated unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance.**

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power, such as physical strength, access to embarrassing information, or popularity, to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors that happen more than once.

Bullying and Cyberbullying and/or harassment includes actions such as: making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Bullying is **NOT** a normal part of growing up, and does **NOT** build character. Bullying is a form of abuse. It is a learned behavior that hurts everyone - those who get bullied, those doing the bullying, and the people watching. Bullying damages schools, communities and society at large. Bullying affects children's psychological well-being and academic performance. Bullying is a relationship problem. It is the assertion of interpersonal power through aggression. Bullying is a series of issues and interactions and communication break downs that lead to hurt and damage.

At Livingstone Adventist Academy, we take bullying and cyberbullying behavior very seriously and if your child indicates a bullying situation to you, please contact his or her teacher immediately. Our staff receives on-going training and has implemented procedures to confront bullying. Appropriate actions will be taken. If the problem persists after working with the teacher, contact the principal.

## ***SUSPENSION/EXPULSION***

Any student under suspension or expulsion will not be allowed on school property during the period of suspension or expulsion unless approved by the School Principal or Campus Life Committee.

## DRESS CODE

The dress code policy of Livingstone Adventist Academy should promote an acceptable image for a student at a Christian academy. It is expected that students will dress in a manner that is pleasing to God and in such a way that does not draw unnecessary attention to self, and is not a distraction to others. Compliance with this policy is a prerequisite to classroom attendance. We ask that parents take an active role in ensuring that your child wears proper attire for school.

The attire of students must be modest, neat, appropriate, and respectful no matter what the current standards and tastes of our society. Students will dress in a manner that reflects positive Christian values in the logos, messages, pictures, and slogans on their clothing.

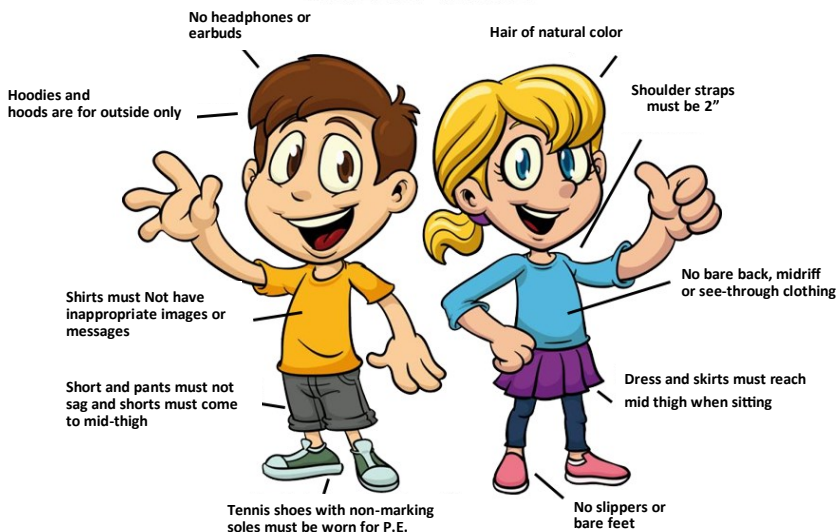
These guidelines also apply to after school events, field trips, school performances, sport events and other school functions. *Students who do not comply or disregards these guidelines will be subject to disciplinary actions.*

In the event that a school staff member prescribes modification in dress or appearance, the student will not be allowed to attend classes until these requirements are met.

- **Hoodies and hoods should only be used outside.**
- **Earbuds or headphones are not allowed to be used during school hours, assembly or chapel.**
- **Leggings, tights, spandex, yoga pants, or other form-fitting clothing must not be see through, expose underwear or be revealing as to cause a distraction for others.**
- **Bare midriff, halter tops, strapless tops, spaghetti straps, low necklines, backless tops, or otherwise revealing tops, exposed underwear, excessive sagging, holes or tears in pants or shorts that expose underwear or skin underneath are not allowed.**
- **Sleeveless shirts and tank tops are allowed provided they cover undergarments, no low-cut armpits, and midriff is not exposed. Shoulder straps should be a minimum of 2" wide.**
- **Dresses, skirts and skorts must come mid-thigh when sitting.**
- **Shorts are allowed for classroom wear provided they are mid-thigh length.**
- **Footwear must be worn at all times; slippers and bare feet are not allowed.**

- Pajamas and sweat pants are not acceptable for school.
- Hair must be of natural color and not styled as a distraction.
- Jewelry is not acceptable to wear on campus or during school functions.
- Make-up must be natural looking.
- Tattoos, real or imitation, are not allowed. Markings on the skin with Sharpies or similar markers is not appropriate for school.

## DRESS CODE



## ***PE ATTIRE***

Each PE class will have a dress requirement which is only appropriate for PE class. Tennis shoes will be required for all students and must have non-marking soles to protect the gym floor.

## MEDICAL INFORMATION

### ***When should my child stay home from school?***

By state law, Oregon schools are required to have prevention and treatment service and policy for those inevitable times when staff and students get sick. Consistent attendance at school is important; however, there are times when students should stay home. **Students should stay home if they exhibit any of the following:**

- Fever of 99 degrees or greater
- Vomiting
- Stiff neck or a headache with fever
- Any rash with or without fever
- Unusual behavior change, such as irritability, lethargy, or somnolence
- Jaundice (yellow color skin or eyes)
- Diarrhea (three watery or loose stools in one day with or without fever)
- Skin lesions that are “weepy” (fluid or pus-filled)
- Colored drainage from eyes
- Brown/green drainage from nose with fever of 99 degrees or greater
- Difficulty breathing or shortness of breath
- Serious and/or sustained cough
- Symptoms or complaints that prevent the student from participating in his/her usual school activities, such as a persistent cough, (with or without a fever) or if the student requires more care that the school staff can safely provide
- Or any of the following: upset stomach, runny nose, sore throat, swollen glands, earache, headache, red or tearing eyes, sores, or 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 *	Flu	Mumps
Common Cold	Lice	Pink Eye **
Fifth Disease	Measles	Rubella

*\* Students with chicken pox are excluded from school 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.*

*\*\* Students with pink eye, also known as Conjunctivitis, will be excluded from school until they have received treatment for at least 24 hours.*



### ***When is it okay for my child to return to school?***

It is probably okay for your child to return to school when:

- Fever is below 99 degrees (orally) for a minimum of 24 hours without the use of Tylenol or other fever-reducing medicine
- Rash disappears and you get written or phone consent from doctor for your child to return to school
- Discharge must be gone or the student must have a written or phone consent from doctor to the school office
- Symptom-free of vomiting or diarrhea for 24 hours
- Symptom-free or student must have been on antibiotics for 24 hours or have a written or phone consent from doctor to the school office



**Medical Appointments** - When possible, doctor and dental appointments should be scheduled outside of regular school hours.

**Medications** - State regulations require that no prescription or over-the-counter medications can be given to students without the written permission of a parent or guardian. Medications must be brought by a parent or guardian 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. All medications must remain in their original container. Students are prohibited from giving prescription medication or over-the-counter medication to other students. Livingstone Adventist Academy cannot treat major injuries or illnesses.

**Physical Education Exemption** - Physical Education is required at Livingstone Adventist Academy. 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.

**Sports Physicals** - Students who participate in extracurricular sports in 6th - 12th grades must have a physical examination prior to participation once every two years.

## SCHOOL POLICIES & PROCEDURES

**Animals** - With the exception of service animals, no animals are allowed on school grounds. This is not only for the cleanliness of our campus, but for the safety of our students and staff.

**Cell Phone** - Cell phone use is prohibited during school hours. Cell phones must be turned off during school hours. Parents needing to contact their children may do so through the school office. Students needing to make an emergency phone call must do so in the school office.

Upon violation of this policy, a parent will be requested to pick up the device from the school office at the end of the school day. Additional violations may result in the student not being allowed to bring such device to school at any time during the normal course of the school week.

*Livingstone Adventist Academy is not responsible for information transmitted by cell phones or other mobile devices. Evidence of inappropriate use of cell phones and other mobile devices will result in disciplinary action.*

**Child Abuse Policy** - Livingstone Adventist Academy complies with state law that any 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.

**Class Trips** - Throughout the school year, teachers plan various trips for different classes and groups that meet instructional goals. These trips are well-planned and have a specific itinerary. Buses and/or parent volunteers are used to transport the students. There may be additional cost for each trip.

Students are expected to participate in these trips and uphold the standards outlined in this handbook. Students who do not participate in class or grade level trips will be expected to complete any assigned classwork that occurs on that trip. 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 the parent. Any elementary or middle school student that is deemed a safety or behavioral risk based on past behavior, may be required by school administration to have a parent travel and be present with their child.

Students going on any class trip must have a permission slip signed by a parent or guardian, even if the 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.

School activities are intended for Livingstone Adventist Academy students. Students wishing to bring non-Livingstone Adventist Academy students to any school activity must have permission from the administration.

Parents volunteering for field trips must have a current Volunteer Background Check form on file in the school office. Parents who are driving students (other than their own) on a field trip must also have on file with the school office a completed transportation form, a copy of the current driver's license and a copy of their current auto insurance card.

**Closed Campus** - Livingstone Adventist Academy has a closed campus policy once the school day has begun. Once students arrive, they are required to stay on campus until the end of the school day. Students who leave campus during the day must provide parental permission to the school office. Parents must sign the student out in the school office prior to leaving campus and must sign back in when the student returns to school. Juniors and Seniors, with signed support of their parents, may petition the administration for approval in order to leave campus on their own during the school day to fulfill such duties as: off campus classes or paid work. Violation of the school's closed campus policy will result in disciplinary action.

**Computer Use Policy** - Livingstone Adventist Academy provides computers for students to use in enhancing their educational experience, including internet access. Livingstone Adventist Academy has filtering software to prevent most inappropriate material from being viewed, but Livingstone Adventist Academy 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 acknowledgement by the student of the following expectations, and failure to abide by these rules may result in loss of computer privileges:

- Students are not to use the internet for personal communication without authorizations, (i.e. 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 copy-right 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. Student files will be deleted each summer.
- Students are not to download or upload any programs or files onto or off of the school computers or network.

- Students are not to change any computer settings (e.g. colors, backgrounds, 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 times without authorization. All computer games must be appropriate to the Christian standards of the school.
- Students are to visit only sites deemed appropriate by the teacher.
- Students are not to attempt to thwart, tamper or bypass network systems, filters or equipment.

**Food & Drink** - Food and drink, other than water bottles, are not permitted in the classrooms, computer labs or gymnasium without school staff authorization. Elementary and middle students are not permitted to chew gum at school unless authorized by the teacher.

**Lockers** - Lockers are provided for Pre-school-12th grade 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/her locker secure. Livingstone Adventist Academy assumes no responsibility for the loss, theft or damage of items kept in lockers. Lockers are school property. Only locks registered and supplied by the school may be used on lockers. Contraband or the possession of anything which violates school rules, or is hazardous to the safety of the school is not allowed in student lockers and will be confiscated by school administrators.

**Lost & Found** - There is a lost and found rack in the hallway outside of the cafeteria. If an item is lost, check the lost and found rack. Unclaimed items will be taken to the Community Service Center at the end of each quarter. Items such as money, wallets, cell phones and watches may be turned into the school office. Parents are strongly encouraged to label items with the student's name to expedite the return of items to their owner.

**Meeting with Teachers** - If a parent needs to schedule a conference with a teacher, please contact the teacher directly to set a meeting time. The time just before classes begin is not an appropriate time to hold an unscheduled conference. At that time, teachers are greeting the students and preparing the day's lessons.

If a parent has an unresolved issue or grievance concerning their child, the parent should first speak with the teacher involved to see if that will settle the matter. If after speaking with the teacher and nothing is resolved, the parent should then contact the principal. If the issue remains unresolved at that point,

the parent may contact the school board chairperson. If all of the above steps do not resolve the issue, the parent may contact the Oregon Conference Office of Education.

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

**Parent Service Hours** - All Livingstone Adventist Academy parents are asked to be involved in their child's education by sharing their time and talents with the school through our parent service program. All parents are asked to provide at least 20 hours of service. Families receiving financial assistance have agreed to volunteer time towards worthy student fund raising events/activities. For more information on this, please contact our office.

**Publications** - Livingstone Adventist Academy reserves the right to use photographs of students in school publications, website, and promotional materials. Student pictures will not be identified by full name without express parental permission except for yearbook and the high school *The Roar* newsletter. Students may not distribute published materials without approval from the school 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 and be within Livingstone Adventist Academy's policy.

**School Closure** - If it is necessary to close or delay school due to weather or emergency conditions, Livingstone Adventist Academy will send out a Parent Alert text and/or email communication to current information on file in school office. As a general rule, Livingstone Adventist Academy follows Salem-Keizer School District for weather related school closings.

**School Programs** - Parents are encouraged to attend school programs held outside of regular school hours. Elementary and middle school student (s) who attend but are not actively participating in school programs must be accompanied by their parents or an adult who is responsible for them. If your child is participating in the programs, they are required to attend, unless prior arrangements are made with the teacher.

High school students should make other arrangements and not stay on campus

after school/work to wait to attend any athletic home games unless they are a member of the team. Students attending athletic home games are expected to stay in the area of the game and leave campus when the game ends.

**Search & Seizure** - Livingstone Adventist Academy reserves the right to search student desks, lockers, vehicles, electronic media and files, and personal belongings for object or materials deemed noncompliant with the school's rules and regulations or which threaten the safety of the school or its students. Confiscated property will be returned at the discretion of the school administration. The search and seizure policy includes drug, alcohol screening when, in the opinion of school administration, it is deemed necessary.

**Security** - Livingstone Adventist Academy does what it can to secure the campus and make it as safe as possible. However, Livingstone Adventist Academy is not responsible for lost, stolen or damaged items.

**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. Sexual harassment does not necessarily need to occur on campus to warrant the school's involvement. All incidents of sexual harassment shall be reported to the teacher or appropriate supervisor who will take appropriate reporting steps. The administration will fully investigate issues of sexual harassment while maintaining as much confidentiality as possible. Yearly training on how to recognize and stop sexual harassment is provided for staff, parents and students.

**Student Accident Insurance** - All students at Livingstone Adventist Academy are covered by Student Accident Insurance. This insurance provides secondary coverage to the parents own insurance. Students who have an accident or injury while at school, or on school-sponsored activities off campus, must report the incident to the 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.

**Student Vehicles** - All student-driven vehicles must be registered with school office and provide a valid driver's license and proof of insurance. A student's vehicle must be parked in a designated parking space and left there during the school day. Sitting in or loitering around the vehicles in the parking lot is prohibited. The parking lot speed limit is 10mph. Drivers are to proceed with caution while on campus. Speeding or reckless driving may result in significant consequences, including loss of privilege to drive or park on the school campus.

Students are not allowed to drive their vehicles to off-campus field trip activities or extended trips without approval from the administration. The school is not responsible for the safety of students using any means of transportation other than that provided by the school.

**Unsupervised Activities** - No student activities are allowed in the gymnasium or on school campus without direct supervision by a staff member. Elementary and middle school students not directly involved in a team, must be accompanied by a parent/guardian in order to watch after school sports. Students attending after-school activities are expected to stay in the area of the activity and leave campus when the activity ends. The school cannot assume responsibility for student activities on campus unless they are under the direct supervision of an authorized adult.

**Visitors** - All visitors must check in at the school office and get a Visitor Pass. Students and children not enrolled at Livingstone Adventist Academy may not be present on campus without making prior arrangements with school administration.

**Volunteers** - We encourage parents to volunteer. Contact the school office if you would like to become a volunteer. It is required by Livingstone Adventist Academy that all volunteers have a current background check on file. This must be resubmitted every three years as required by the Oregon Conference of Seventh-day Adventist. These background checks have to be done before you will be allowed to volunteer at the school or attend any school trips. *This process will take at least 2 weeks.*

# ACADEMIC POLICIES

## *REPORT CARDS*

Parents can always access report cards on RenWeb. Log-in to Parents Web on [renweb.com](http://renweb.com), click on Student Information on the left side, click on Report Card. This will show you the most recent report cards, which will include all grading periods for the school year. Families with more than one student at Livingstone Adventist Academy will have a separate report card tab for each child. Parents with concerns about their child's grades are encouraged to contact their child's teachers, as soon as possible.

## *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. Weekly high school progress reports are sent to parent email addresses on file. Parents are encouraged to track their child's progress by communicating, as needed, with the teachers and checking their child's grades online or through the high school's weekly progress reports.

## *PARENT/TEACHER CONFERENCES*

Parent/Teacher conferences are scheduled twice each year: after the completion of the first and third quarters for elementary and middle school students, and once a year in the fall for high school students. Students are encouraged to attend the conferences.



## *S.T.A.R. (Students Taking Academic Responsibility)*

Middle school students who earn all A's or all A's and B's or have perfect attendance (no absences or tardiness) for a quarter will be given recognition at a quarterly S.T.A.R. assembly. STAR assemblies will also recognize third and fourth grade students for perfect attendance.



## *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 student's records. Parents and legal guardians may have access to their child's records upon written request to the administration. Students 18 years old or older 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 old or older). No records will be released for students who have outstanding accounts.

## *ACADEMIC ACCLERATION*

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

**Elementary** students wishing to promote to the next grade ~~up~~ must meet the following requirements:

- The student must score at the 90th percentile or above in each area of the MAPS test 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 of acceleration.
- Approval must be granted by the Oregon Conference Education Department.
- The student is limited to one acceleration experience.

**High School** students desiring to graduate in 3 years must meet the following stringent requirements:

- Composite score in the 85th percentile on MAPS test.
- 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 the 20 semester credits from waiver tests.
- Apply to the administration in writing no later than the first semester of the sophomore year.

# ACADEMICS - ELEMENTARY SCHOOL

## *ELEMENTARY SCHOOL GRADES*

- Elementary grades are recorded by quarters
- Grades K - 2nd grade according to skill mastery rather than letter grades.
- Grades 3rd - 8th utilize standard letter grades.

Middle school students who earn all A's and B's in a quarter will receive recognition at our quarterly S.T.A.R. student assembly.

**Middle School Academic Probation** - A student whose cumulative GPA is below 2.0 (73%), or who fails in two or more subject areas, will be placed on academic probation. If their GPA remains below 2.0 (73%) after the following quarter or they fail in two or more subject areas, may forfeit their status, and a recommendation may be made to have the student placed in an alternate program.

## *ELEMENTARY SCHOOL CONTESTS*

Students in 4th - 8th grades are eligible to participate in our annual Geography Bee which is held the first half of the school year.

Students in K - 8th grades are eligible to participate in our annual Spelling Bee which is held the second half of the school year.

Contests are held during the school day and parents are encouraged to attend and support our young scholars.

## *8TH GRADE GRADUATION ACHIEVEMENT AWARDS*

Students in the 8th grade who graduates with a 90% average in all classes in 5th - 8th grades and who scored in the 75th percentile or better on the 8th grade MAPS reading or mathematics test will be awarded the Presidents' Award for Educational Excellence and a \$2000 scholarship to Livingstone Adventist Academy dispersed over four years.

Students in the 8th grade who have 90% average in all classes in 5th - 8th grades without the MAPS standard will be awarded the President's Award for Educational Achievement and a \$1000 scholarship to Livingstone Adventist Academy dispersed over four years.

These scholarships are available to incoming 9th grade students from our sister schools in McMinnville and Central Valley as well as those that have been homeschooled. *Confirmation of MAPS test scores may be required.*

# ACADEMICS - HIGH SCHOOL

## *HIGH SCHOOL GRADES*

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

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

**Incompletions** - In exceptional cases a student may be granted a grade of “Incomplete.” An Incomplete must be removed within 30 days of the close of the grading period or the grade will be recorded as an F and no credit will be given.

**Academic Probation** - A student whose cumulative GPA is below 2.0 (73%), or fails in two or more subject areas, will be placed on academic probation. If their GPA remains below 2.0 (73%) after the following semester, or fails in two or more subject areas, may forfeit their status, and a recommendation may be made to have the student placed in an alternate program.

## *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 passes a Core Class for both semesters will then have earned 10 semester credits.

By definition, an Elective Class is a class that earns 3 credits per semester or 6 semester credits in a full year.

Livingstone Adventist Academy accepts credit from other accredited schools as granted by the transferring school.

## *CLASS CHANGES*

Students who wish to make a change in their schedule after the third week of the semester must have the approval of the administration as well as parental permission. Any class dropped after the third week of school will have either a ‘Withdrew Passing’ (WP) or a “Withdrew Failing” (WF) recorded on the student’s transcript. No class may be dropped after 8 weeks after the class starts.

## *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 in the 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.

## *OUTSIDE CREDITS*

Students may wish to take outside coursework for additional credits. Outside coursework is any course taken from another source other than Livingstone Adventist Academy while the student is enrolled at Livingston Adventist Academy or during the summer between semesters of enrollment at Livingstone Adventist Academy. Livingstone Adventist Academy will not grant credit for outside coursework unless administrative approval has been granted. The maximum number of credits of outside coursework accepted is 60 semester credits.

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 Livingstone Adventist Academy by the beginning of a senior's final semester in order for the senior to graduate.

Standard reasons for online or off-campus courses would include: recovery classes, approved acceleration, grade improvement or courses not offered at LAA.

Generally classes offered at LAA will not be approved through on-line or off-campus programs.

## *TRANSFER CREDITS*

All credits granted by an accredited school will be accepted by Livingstone Adventist Academy. 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.

## *COURSE WAIVERS*

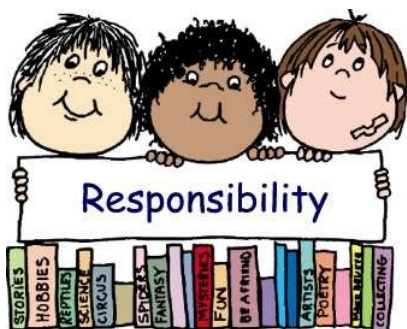
Students who have mastery of a subject currently being taught may request a permission form from the administration to take a waiver test. The non-refundable fee for a waiver test is \$25. If the student passes the test, they will receive a "P" grade for the course. Credit will be given for the course,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

## *REMEDIAL WORK*

Students needing remedial work or lacking necessary credits may be required to take some outside credit to meet graduation requirements. Students are encouraged to complete remedial coursework in the summer. The student is responsible for all fees incurred.

## *REPEATED COURSEWORK*

Most high school elective classes may be repeated for credit. However, a student who repeats a core class will not receive duplicate credit. Both courses will appear on their transcript, but only the higher semester grade will be given credit and count toward their GPA.



## HIGH SCHOOL DIPLOMAS

In order to graduate from Livingstone Adventist Academy, all students are expected to earn at least 240 credits by completing the following classes. *While some elective courses may be repeated for additional credit, no course can count for duplicate credit (a computer class cannot count for computer credit and practical art credit simultaneously):*

### General Diploma:

Religion*	40 credits	
Language Arts	40 credits	
Mathematics	30 credits	Algebra 1 or higher
Science	30 credits	
Social Studies	30 credits	
Career & Tech Education	10 credits	See CTE Classes for courses offered
Computers	10 credits	
Physical Education	10 credits	
Health Education	10 credits	
Fine Arts	10 credits	See Fine Arts Classes for courses offered
Foreign Language	10 credits	Typically Spanish 1
Elective Emphasis	10 credits	See Elective Areas of Emphasis
TOTAL CREDITS	240 credits	

*\*Graduates 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 a Seventh-day Adventist high school, 5 semester credits of other courses may substitute for 5 semester credits of religion.*

### College Preparatory Diploma:

To earn a College Preparatory Diploma, students must meet the following credit and grade requirements, in addition to the requirements for a general diploma:

Foreign Language	10 credits	A second year of the same language
Math or Science	10 credits	At a senior level or higher

Students must also have GPA of 3.0 for grades 9th - 12th.

*Some students who do not earn a College Preparatory Diploma will still meet minimum entrance requirements at colleges and universities. Make sure to check at your institution of interest for specifics.*

## ELECTIVE AREAS OF EMPHASIS

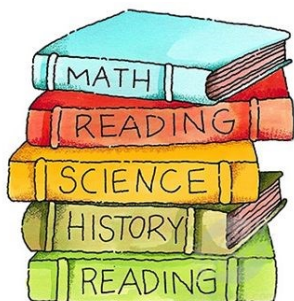
In order to graduate, students must earn 10 additional credits in at least one area of emphasis. Most students can complete three or four of these areas of emphasis. Students will be recognized at graduation with lapel pins for each area of emphasis completed. Recognized areas include:

- Foreign Language - typically Spanish 2
- Mathematics - senior-level math, typically pre-calculus
- Science - senior-level, typically physics, anatomy & physiology, and/or marine biology
- Fine Arts - four years of fine arts electives
- Career & Technical Education - 20 credits or more between all CTE classes
- Language Arts
- Physical Education
- Social Studies

*Note: The fourth year of math and science does need to be senior-level math or science.*

## SUGGESTED STUDENT COURSES

9th GRADE	10th GRADE	11th GRADE	12th GRADE
Religion 1	Religion 2	Religion 3	Religion 4
English 1	English 2	English 3	English 4
Algebra 1	Geometry	Algebra 2	Pre-calculus
Physical Science	Biology	Chemistry	Advance Science
Computers	World History	US History	Gov't & Economics
Health & PE	Health & PE	Spanish 1	Spanish 2
Fine Art Elective	Fine Art Elective	Electives	Electives
Practical Art Elective	Practical Art Elective		



## FINE ART CLASSES

Examples of Fine Art courses include the following with not all courses offered each year:

**LAA Choraleo** - In our high school choir, students learn and develop skills in vocal performance skills, musical leadership, choral ensemble, and sight-reading using solfege. We lead worship services at area churches, participate in festivals, and offer two annual concerts, Christmas and Spring. Conveying the message in our music is a major focus of the class, and so attendance and engaged participation are a major part of the student's grade. A highlight of the year is our spring tour (we visit places like Seattle, the Oregon coast, Northern California). We come together to create a community of singers and build lifelong positive vocal and spiritual habits.



**Handbells** - The Livingstone Adventist Academy Aurora consists of 12-13 students who each play 3-8 bells. Students read and identify music notation, follow director in dynamics and tempo, use a variety of ringing techniques, and perform music in a variety of styles.

**Drama** - This course will introduce students to improvisation, monologues, voice, diction, acting, sets, and costumes. Classroom requirements include: participation on stage, behind the stage in productions, skits during school hours, and after school hours for practices and performances.

**Music Ministry** - Music ministry is a class in which you study worship theology and learn how to best implement that theology in order to create a positive atmosphere of worship. In this class you will refine musical skills, grow as a leader, and be pushed to grow in your theology and understanding of worship, specifically in how it relates to music.





**OSSIA** - Ossia is a select chorus of 8 people. The name Ossia means "alternative passage which may be played instead of the original passage," which is appropriate to the group's focus--to perform choral music that is different, fresh, and new. Members of Ossia work together to perform music that is largely acapella, which offers a challenge beyond the average singer. All singers in Ossia will also sing in Choraleo. Members learn and develop techniques for microphone and "unplugged" singing. As a choral group that performs regularly, membership in Ossia requires a year-long commitment and a dedication to personal vocal health.

### *CAREER & TECHNICAL EDUCATION CLASSES*

Examples of Career and Technical Education courses include the following with not all courses offered each year:

**Yearbook** - This course provides students with graphic arts and journalism skills and the ability to apply those skills to the actual production of the yearbook. Skills include teamwork, responsibility, brainstorming, content coverage, reporting, writing, editing, photography, design, graphics, and distribution. *(Yearbook can also be considered a Fine Art class.)*



**Gardening** - Students will learn and participate in planning, preparing, growing, and maintaining a productive garden.

**Robotics** - Students will participate in "First Robotics", which is a nationwide robotics competition. Students will learn how to design, build, and program a robot.

**Active Living** - is a class that looks at how to live an active lifestyle centered around God's second book - nature. In this class, students will learn ways to stay fit and explore various outdoor pursuits such as hiking, backpacking, car camping, orienteering, snow camping, rock climbing/bouldering, and an introduction to racing a triathlon.



**Home Economics**—Students will acquire knowledge of foods, nutrition, meal planning, safe sanitary habits, laundering, personal basic sewing and personal finance.



**Automotive Maintenance**—Students will learn through real life experience, basics of automotive maintenance: checking fluids, tire changing, filter/oil replacements, belts, fuses, wiper blades, and battery maintenance.

**Intro to Woods**—Is designed to teach basic woodworking knowledge skills and shop safety. Hands on training will allow students to complete a woods project using portable as well as stationary power tools.

**Home Maintenance** - This course is offered to provide an introduction to common repairs that arise from home ownership. These include: drywall, overview of home construction, electrical, and plumbing.

**Intro to Design**—This course is an introduction to general concepts and problem solving in the design process. Students will have the opportunity to practice their creative abilities through hands on projects.

## TESTING PROGRAMS

**MAPS Assessments** - All Kindergarten-Sophomores are required to take the MAPS test in October, February and April. This comprehensive test measures both growth and achievement and covers English language skills, mathematics, and science. This test is administered on-campus during the regular school week. 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 Fall and Spring Parent/Teacher Conferences. Students graduating 8th grade who have maintained a 90% average in 5th - 8th grades on the spring MAPS test are eligible for scholarship money or if they score above the 75th percentile in reading or math on the MAPS test given in spring of 8th grade.

**PSAT Test** - 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. The PSAT is offered to juniors at no charge. Freshmen and sophomores are also eligible to sign up for the PSAT, but their scores are not official. Freshmen and sophomores taking the test will be charged a testing fee. The PSAT is offered at Livingstone Adventist Academy on a Wednesday in October.

**SAT & ACT Tests** - All students should take either the SAT or the ACT at least once during their junior or senior year. 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 colleges directly to determine which test they prefer for enrollment. Livingstone Adventist Academy offers the SAT and ACT each at least one time per school year. Furthermore, Livingstone Adventist Academy will assist students with test sign up and will provide a pastor's letter for students taking the test at LAA on a Sunday.



# STUDENT LEADERSHIP POSITIONS

## High School

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 University grants scholarships to applicants who have held academy leadership positions as a junior or senior. All student leaders must exhibit a positive attitude toward the school and model good behavior to retain their office. *Students removed from office are not eligible for associated scholarships.*

### *ASSOCIATED STUDENTS OF LIVINGSTONE ADVENTIST ACADEMY (ASLAA)*

The Associated Students of Livingstone Adventist Academy is made up of 9th - 12th grade students. Leadership positions are elected by students. Officers of the ASLAA 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 ASLAA officer positions and duties are:

- **President** - responsible for facilitating all ASLAA functions, planning ASLAA participation on Visitation Day, organizing ASLAA activities for the Rosario retreat
- **Social Vice President** - responsible for planning ASLAA banquets and parties, spirit days, and special events
- **Spiritual Vice President** - responsible for planning chapel programs once a month, youth churches, agape feasts/vespers, and student-led week of prayer
- **Sports Coordinator** - responsible for organizing gym nights, friendship games, intramurals, and track and field days
- **Secretary/Treasurer** - responsible for taking meeting minutes, coordinating calendars with administration, giving ASLAA reports at assemblies, tracking ASLAA funds, and maintaining chapel bulletin board
- **Student Council President** - Responsible for leading student council in discussions relating to handbook issues and other student concerns and reporting to the ASLAA

## *HIGH SCHOOL OFFICER 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:

- 4 points ASLAA President, Senior Class President, Yearbook Editor
- 3 points ASLAA & Senior Vice Presidents, Junior Class President
- 2 points Yearbook Assistant Editor, Junior Class Vice President
- 1 point All other offices for Juniors and Seniors

## *HIGH SCHOOL OFFICER QUALIFICATIONS*

For elections at the close of the school year, all candidates for office must have no current semester grades below 70% in order to run for office. For elections at the beginning of the school year, all candidates for office must have had no previous semester (quarter for 8th grade) grades below 70% in order to run office. Officers who receive any semester grade below 70% will be removed from office and a new election will be held to replace them. No student may run for a vacant office if they have any current grade below 70%. Candidates must be enrolled as full-time students.

## *HIGH SCHOOL CLASS OFFICERS*

Class officers are elected by each class in 9th - 12th grades to carry on the business and activities of the class. Class officers are elected early in the school year. Class officers are:

- |                         |                                  |
|-------------------------|----------------------------------|
| * President             | * Secretary/Treasurer            |
| * Social Vice President | * Historian                      |
| * Pastor                | * Student Council Representative |

## *HIGH SCHOOL STUDENT COUNCIL*

The High School Council is a committee of students (and the principal) 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.

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

# OUTREACH & EXTRA-CURRICULAR OPPORTUNITIES

## *BIBLE STUDIES*

While Biblical teaching is infused throughout the curriculum as well as in Bible classes, Livingstone Adventist Academy 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 or staff members.

## *HOME AND SCHOOL*

Home and School is a parent-led organization to help unite the home, the school, and church in providing a Christian education for our children. It is open to parents and church members. This is a great opportunity to support the school and provide opportunities to share your talents. Anyone is welcome to attend our monthly meetings. Contact our Home and School Leader or the school office for more information.

## *LIVINGSTONE EXPRESS*

The *Livingstone Express* is a newsletter which keeps parents and students informed regarding school events. The *Livingstone Express* is emailed every week on Thursday to all parents and students.

## HOMESCHOOL/PART TIME STUDENTS

Livingstone Adventist School welcomes homeschool students to participate in one sport or music class as a way to include them in social interactions with our other students. Because of the supervision challenges which a part-time student presents for our campus, Livingstone Adventist Academy is only able to accommodate a student enrolled for one class or full-time.

## OUTREACH OPPORTUNITIES

One of the goals of Livingstone Adventist Academy is to prepare students for a life of service to others. An active service program is an important tool to achieve this goal. Students at Livingstone Adventist Academy are regularly involved in a variety of service and outreach projects including: week of prayer, service days, and other community service projects. Seniors incorporate mission service as part of their Senior Class Trip.

## PRIVATE MUSIC LESSONS

Music lessons are available to our students. Private instruction in keyboard, voice, string, and band instruments are available to the student desiring to either begin or improve skills on an instrument or voice. Lesson fees do apply, contact school office for more information. *Due to state attendance requirements, lessons for high school students must be scheduled outside of class time.*

## ATHLETIC PROGRAM

**Athletics as a foundation for Leadership** - Livingstone Adventist Academy believes that students should be given opportunities to participate in a wide variety of activities and sports.

Livingstone Adventist Academy offers:

- Middle School Boys Basketball
- Middle School Girls Basketball
- Middle School Coed Soccer
- High School Boys Basketball
- High School Girls Basketball
- High School Coed Soccer
- High School Girls Volleyball

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 volleyball and basketball varsity teams play in the CASCO-1A League.



**Core Values** - “Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength. The second is this: Love your neighbor as yourself. There is no commandment greater than these.” **Mark 12:30-31**

- **Christ** - *Intentional relationship*
- **Character** - *Value and love who you are in Christ*
- **Community** - *Value and love your neighbor*
- **Championships** - *Strive for excellence*

**Vision** - Everyone has the ability to be a leader in some capacity. It happens too often that an individual isn’t given the tools and opportunity to be a leader within their sphere of influence. Our vision is to equip each athlete with the tools to be a leader and create an atmosphere with our athletics program that fosters the use of those tools. We will teach our Core Values by placing students in positions where they can choose to grow and succeed.

**Athletic Eligibility (6th - 8th Grade)** -A student must have and maintain at least a C (73%) in every subject during the sports season. Payment for sports must be made prior to being eligible to play a game.

A student shall not participate in practice sessions or participate in a game on a day when he or she was absent from school, whether excused or unexcused. Exceptions may be granted by the administration when a request is submitted by a parent or guardian prior to the absence.

**Athletic Eligibility (High School)** - In order to participate in OSAA sponsored sporting events, a student must be a full-time student (at least 5 classes). A student must maintain a C (73%) or higher in each core class (math, science, English, and Bible) and maintains a C (73%) overall or higher. Failure to maintain a C (73%) or higher will result in loss of practice time and playing time. Payment for sports must be made prior to being eligible to play a game.

A student shall not participate in practice sessions or participate in a game on a day when he or she was absent from school, whether excused or unexcused. Exceptions may be granted by the administration when a request is submitted by a parent or guardian prior to the absence.



# SCHOOL GRADUATION

## *ACADEMIC RECOGNITION*

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

- **Gold Cords** - Graduate with cumulative GPA of 3.90 or above
- **Silver Cords** - Graduate with cumulative GPA of 3.75 - 3.89
- **White Cords** - Graduate with cumulative GPA of 3.50 - 3.74

## *INELIGIBILITY*

Seniors who have not satisfactorily met all graduation requirements by the close of their senior year may be allowed to participate in graduation exercises as a summer candidate, provided it is likely all work will be completed during the ensuing summer. Summer candidates must complete all outstanding coursework before a diploma can be issued.

## *JUNIOR CLASS PARTICIPATION*

The junior class is expected to attend the Commencement. To participate in marching, and be recognized at the conclusion of the program. Then they assist in putting away chairs and cleaning up the graduation location. Juniors are to wear church attire.

## *PROGRAMS*

Graduation consists of two programs:

- **Baccalaureate** - Sabbath morning church service
- **Commencement** - Sunday morning graduation ceremony. Seniors must be dressed in graduation gowns.

Guest speakers, musicians, program format, and program content must be approved by the school administration. **Graduates are not permitted to wear accessories other than those approved by school administration.**





## OUR CORE VALUES

*My child, listen to what I say, and treasure my commands.*

*Tune your ears to wisdom, and concentrate on understanding.*

*Cry out for insight, and ask for understanding.  
Search for them as you would for silver; seek them like hidden treasures.*

*Then you will understand what it means to fear the Lord, and you will gain knowledge of God.*

*For the Lord grants wisdom! From his mouth comes knowledge and understanding.*

*He grants a treasure of common sense to the honest. He is a shield to those who walk with integrity.*

*He guards the paths of the just and protects those who are faithful to him.*

*Then you will understand what is right, just, and fair, and you will find the right way to go.*

*For wisdom will enter your heart, and knowledge will fill you with joy.*

*Wise choices will watch over you. Understanding will keep you safe.*

**Proverbs 21:11 (NLT)**