

**2024-2025**  
**Student & Parent**  
**Handbook**



**Fresno Adventist Academy**

**A Kindergarten - 12th Grade**

**Seventh-day Adventist Christian Institution**

# Fresno Adventist Academy



**5397 East Olive Avenue**

**Fresno, CA 93727**

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**[office@faa.org](mailto:office@faa.org)**

**[www.faa.org](http://www.faa.org)**

Fresno Adventist Academy is accredited by the Board of Regents of the General Conference of Seventh-day Adventist, Western Association of Schools and Colleges, and the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, Inc. The grades, and credits earned at FAA are accepted in all Seventh-day Adventist and public schools. The curriculum of Fresno Adventist Academy conforms to the requirements established by the North American Division of Seventh-day Adventists Office of Education, the Pacific Union Conference Office of Education, and the Central California Conference Board of Education.

Additional details regarding our curriculum can be found at

<https://curriculum.adventisteducation.org/>

# HISTORY

In 1888, with the encouragement of Ellen G. White, Fresno Seventh-day Adventists, then numbering about 100, agreed that the time had come to construct a church building and start a school. The church, built under the leadership of Moses J. Church on the corner of Mariposa and "O" Streets, was dedicated in 1889.

Establishing the school proved more challenging. Fresno suffered a severe economic depression in the first half of the 1890's. By 1896, however, the economy had improved, and the Adventists revived plans for a church school.

In the fall of 1897, the Fresno Seventh-day Adventist School was started in two rooms at the rear of the church building with approximately 25 students and 2 teachers. By 1902 the school could boast a full 8 grade curriculum, 62 students, and two intrepid teachers and in 1903 the school graduated nine young ladies from the 8th grade. In response to this graduation the school added 9th grade to its curriculum offerings in the fall of 1904.

Growth, the lack of space, no lunchroom facilities, and a playground that consisted of the sidewalk and Mariposa Street led to the search for and acquisition of a new campus on 7 acres at the corner of Fruit and Napa Avenues in 1906. The campus consisted of two acres for facilities and five acres for agricultural instruction.

Growth again motivated the board of trustees to seek a new location and in 1917, George Driver donated 5 acres of land at 841 West Belmont across the street from Roeding Park. The school moved its 60 students and three teachers into the facilities at the Belmont Avenue campus in January 1919, the year in which 10th grade was added to the school's curriculum.

In 1921, the school became a full 12 grade institution and took the name Fresno Academy. By 1929, two other Seventh-day Adventist churches (one German and the other Italian) joined in supporting the operation of the school. The collaboration of the three churches led to the adoption of a new name for the school, Fresno Union Academy. A name it held until 1969 at which time the Board of Trustees changed the name to Fresno Adventist Academy.

Growth, educational services, and inadequate facilities led to purchase of the current property in 1964. By 1969, the elementary classrooms were open for service and in 1972 the high school students moved into newly completed facilities.

Growth and the inadequacies of space provided for Physical Education spurred the Board of Trustees to develop a master plan for a new gymnasium/multi-use building. Their plan became a reality when the Ricchiuti Auditorium and Del Webb Alumni Center were completed in 1996.

# 2024-2025 Administration & Teachers

## **Principal**

Dr. Iva Armstrong

## **Elementary**

**Kindergarten**

Ayanna King

**First Grade & Second Grade**

Deanna Bullington

**Third Grade & Fourth Grade**

Isabel Jimenez

## **Middle School**

**Fifth Grade & Sixth Grade**

Bryan Donker

**Seventh Grade & Eighth Grade**

Heidianne Frick

## **High School**

**Religion/Music**

Andre Ellis

**Academic VP/Registrar/Math**

Tiffany Ellis

**Science**

Dawsen Johnson

**History/Physical Education**

Myrick London

## **Central California Conference of Seventh-day Adventists**

### **Department of Education**

**Vice President of Education**

Ken Bullington ([kbullington@cccsda.org](mailto:kbullington@cccsda.org))

**Associate Superintendent**

Erik Borges ([eborges@cccsda.org](mailto:eborges@cccsda.org))

**Associate Superintendent**

Donna Baerg Entze ([dentze@cccsda.org](mailto:dentze@cccsda.org))

**Associate Superintendent**

Dr. Sandra Green ([sgreen@cccsda.org](mailto:sgreen@cccsda.org))

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## PRINCIPAL'S MESSAGE

Dear FAA Family,

It is the responsibility of every school to plan and motivate students to follow certain guidelines each year. Some of these are realized in mottos, goals, objectives, etc. This year at FAA, we want to focus on getting our students to give their very best in health, citizenship, and service. This will be emphasized in spirituality, physical health, self-presentations, service, and learning to be responsible.

We want our students to be actively involved in their local church leading out in activities and participating with the church community. We want to encourage them to practice and perform using their talents and skills. We are planning to teach them how to balance their lives so that they can be healthy and not just work or play all of the time. We hope to encourage our students as they begin to plan their careers to start investigating and practicing now, while they are in school. Lastly, we want to provide opportunities for students to be responsible citizens who show sensitivity for other groups and cultures.

I believe when we set our standards high, our students will achieve them. We made a few strides last year by beginning our day with prayer and teaching our students to be kind. This year, as we raise our standards in a few more areas, let's join together to make FAA the best that it can be.



In His Service,

*Dr. Ava Armstrong*

## MISSION STATEMENT

*Fresno Adventist Academy exists to help every student grow like Jesus grew.*

## STUDENT LEARNING OUTCOMES

# Fresno Adventist Academy

## Student Learning Outcomes



### Growing in Grace

**Growing in Wisdom**

**Growing in Maturity**

**Growing in Strength**

**Growing in Favor**

## Growing in Grace

*Growing in grace through accepting God and committing oneself to the church*

### ○ **Acceptance of God**

- *Develop a surrendering of one's whole life to God*
- *Develop a relationship with Jesus Christ*
- *Develop a receptive heart to the working of the Holy Spirit in one's life*

#### ● **Core Elements**

- Accept God as the Creator and the Redeemer
- Have a growing knowledge of God's word and enjoyment in its study
- Embrace God's gift of grace by accepting Christ as one's personal Savior
- Discover the importance and power of prayer and faith in one's relationship with Jesus
- Value God's revelation of Himself through inspired writings and creation
- Respond to God's love by using one's spiritual gifts to serve others
- Recognize that God gave the Ten Commandments to show us how to love Him and each other
- Value and participate in worship alone and with others

### ○ **Commitment to the Church**

- *Develop a sense to know, live and share the message and mission of the Seventh-day Adventist Church*

#### ● **Core Elements**

- Be an active participant in one's local church
- Understand how the organization of the Seventh-day Adventist Church facilitates its mission
- Become involved in spreading the gospel throughout the world
- Accept the fundamental beliefs of the Seventh-day Adventist Church
- Appreciate the heritage of the Seventh-day Adventist Church.
- Relate to lifestyle choices and cultural issues based on biblical principles

## Growing in Wisdom

*Growing in wisdom through intellectual development, communication skills and aesthetic appreciation.*

### ○ Intellectual Development

- *Develop a systematic, logical, and biblically based approach to decision-making and problem-solving when applied to a developing body of knowledge*

#### ● Core Elements

- Broaden intellectual abilities through the study of God's word.
- Use critical and creative thinking skills in "real-world" experiences
- Develop one's intellectual potential in natural sciences and mathematics; arts and humanities; social sciences and applied arts.
- Utilize effective study techniques to locate, organize, and learn information
- Apply the principles of life-long learning
- Approach all intellectual pursuits from a Biblical perspective

### ○ Communication Skills

- *Develop effective communication skills*

#### ● Core Elements

- Communicate effectively through the avenues of reading, writing, listening, speaking, and non-verbal language.
- Apply a Christ-centered perspective to all forms of personal expression and media.
- Understand how sensitivity to the differences of others affects communication.
- Recognize how media and information technology impacts communication.
- Utilize communication skills to enhance one's Christian witness.

### ○ Aesthetic Appreciation

- *Develop an appreciation of the beautiful, both in God's creation and in human expression, while nurturing individual ability in the fine arts*

#### ● Core Elements

- View God as the Author of beauty both in His creation and in human expression.
- Employ biblical principles as the basis for appreciation and expression of creative and performing arts.
- Develop fine arts talents through practice, performance, and presentation.
- Use aesthetic expression as a means of communication and service.

## Growing in Strength

*Growing in strength through healthy balance*

### ○ Healthy Balance

- *Develop a personal responsibility for achieving and maintaining optimum physical, mental, and spiritual health.*
  - **Core Elements**
    - Recognize that God's ideal for quality living includes a healthy lifestyle
    - Incorporate into one's lifestyle the principles that promote health: nutrition, exercise, water, sunlight, temperance, air, rest, trust in God.
    - Avoid at-risk behaviors
    - Apply Christian principles of recreation and sports
    - Achieve a balance in work and leisure, balancing physical, mental, social, and spiritual activities
    - Recognize the interaction of physical, mental, and spiritual health and emotional and social well-being

## Growing in Maturity

*Growing in maturity through personal management, career, and service*

### ○ Personal Management

- *Develop a sense of responsibilities in the everyday world*
- *Develop the use of Christian principles of stewardship, economy, and personal management*
  - **Core Elements**
    - Develop responsible decision-making skills.
    - Appropriately manage one's personal finances.
    - Acquire skill in the use of technologies.
    - Develop basic home-management skills.
    - Value cooperation and teamwork when interacting in groups.
    - Develop conflict resolution skills. G. Manage time effectively

### ○ Career and Service

- *Develop a Christian work ethic with an appreciation for the dignity of service*
  - **Core Elements**
    - Develop an awareness of career options and opportunities in a changing world, as well as in the church.
    - Recognize the role of useful work in personal development and maintaining self-worth.
    - Develop skills that will enhance employability.
    - Experience the joy of serving others.

- Identify one's interests, abilities, and values, understanding their relationship to career options.
- Always put forth one's best effort in every task.

## Growing in Favor

*Growing in favor with others through interpersonal relationships and responsible citizenship*

### ○ **Interpersonal Relationships**

- *Develop a sense of self-worth*
- *Develop skills in interpersonal relationships*
- *Develop an understanding of the responsibilities of family members*
  - **Core Elements**
    - Recognize that God's ideal for the basic unit of society is the family
    - Develop an appreciation for the diversity of individuals
    - Acquire knowledge, attitudes, and skills essential to meeting family responsibilities whether living alone or with others
    - Recognize that God's unconditional love gives one self-worth.
    - Value sexuality in the context of God's ideal

### ○ **Responsible Citizenship**

- *Develop the ability to respond with sensitivity to the needs of others*
- *Develop an understanding of cultural and historical heritages*
- *Develop a belief in the dignity and worth of others*
- *Develop a sense of responsibility for local, national, and global environments*
  - **Core Elements**
    - Exhibit concern and sensitivity for other peoples and cultures
    - Participate actively in local, national, and global communities
    - Understand the functions of governments and their impact on individuals and society
    - Use a Biblical perspective to analyze history and current events
    - Assume an active role in nurturing and preserving God's creation

# 2024-2025 STUDENT LEARNING EMPHASIS

## 1) GROWING IN GRACE

Commitment to the Church:  
Be an active participant in one's local church



## 2) GROWING IN WISDOM

Aesthetic Appreciation:  
Develop fine arts talents through practice, performance,  
and presentation.

## 3) GROWING IN STRENGTH

Healthy Balance:  
Achieve a balance in work and leisure, balancing  
physical, mental, social, and spiritual activities



## 4) GROWING IN MATURITY

Career and Service:  
Always put forth one's best effort in every task

## 5) GROWING IN FAVOR

Responsible Citizenship:  
Exhibit concern and sensitivity for other peoples  
and cultures



\*SLO = Student Learner Outcomes

## GRIEVANCE PROCESS

### **The Matthew 18 Principle**

According to Matthew 18:15-17, there is a procedure that Christians should follow when they have been wronged, offended, or have a conflict with another person. Those principles are illustrated below in a situation as it might occur at our school with a parent and teacher.

**First Step:** The parent(s) makes an appointment with the teacher and attempts to resolve the problem at the classroom level. In most cases, this is successful. (The principal does not normally attend or sit in on these parent-teacher conferences.)

**Second Step:** If the issue remains unresolved, an appointment would then be made with the principal. It will likely be necessary for the teacher and parents to participate in the conference. This step, in most cases, means that one would schedule the meeting with the principal.

**Third Step:** If the teacher or principal cannot get the issue resolved, then and only then is it appropriate to contact the school board executive committee.

**Please Note:** Parents who display a lack of self-discipline toward any school staff member may be asked to remove their children from the school. The same is true for parents who gossip or attempt to engender a spirit of strife in the school.



## ADMISSIONS

Admission to Fresno Adventist Academy is a privilege and may be withheld or withdrawn by the school at its discretion. It is also expected that parents of students will be supportive of the staff, school policies, and regulations. *As part of the application process, new K-8 students may be asked to take a grade placement test. All new students, in grades K-12, must be approved by the Admissions Committee.* All students must be United States citizens or be in the United States on approved immigration status (I-20). Kindergarten students must be 5 years old by the 1<sup>st</sup> of September. Applications are accessible online on the FAA website. ([www.faa.org](http://www.faa.org)) Acceptance is only considered when the completed application with required documents is submitted. **Students will not be accepted if transferring with an outstanding balance at another school.** All new students accepted are on probation status for the first quarter of attendance.

### Non-Discrimination Policy

Fresno Adventist Academy admits, and does not discriminate against, students of any race, gender, color, religion, and national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs. The Academy extends to all enrolled students the rights, privileges, programs, and activities generally accorded or made available at the school.

Fresno Adventist Academy **does not** have the facilities or personnel available for special education. FAA may be unable to accept students who have exceptional mental, physical, or social needs which would require special staff or equipment. If accepted, school and parents may be required to sign a document of agreement spelling out the students' academic expectations.

### New Students

- COMPLETE ONLINE APPLICATION FOR ADMISSION. Online application can be found under 'Apply' at [www.faa.org](http://www.faa.org)
- 3 COMPLETED RECOMMENDATIONS from: current Principal, current Teacher, and Pastor.
- CURRENT REPORT CARD/OFFICIAL TRANSCRIPT of final progress reports from past three (3) years. (FAA may request additional years.)
- STANDARDIZED TESTING REPORTS from the past three (3) years and IEP *if applicable*.
- ADMINISTRATION APPOINTMENT: Parent and student meet with principal
- TESTING: New students entering kindergarten through fourth grade will be tested by the classroom teacher in August, before the academic year begins. Testing for older students will be at the discretion of administration.
- A contract may be required for students with learning disabilities outlining what FAA will be able to do for a student and the student's expectations.

When the above items are received by FAA, your application will be reviewed by our Admissions Committee. Upon your acceptance, the remaining items are due:

### New/Returning Students

- COMPLETED ENROLLMENT via Parent-Web and pay the non-refundable, non-transferable registration fee of \$300 per student.

- TUITION SELECTION FORM via Parent-Web
- ADMINISTRATION OF MEDICATION form (if applicable)
- Physician-conducted STUDENT MEDICAL RECORD/MEDICAL (For incoming Kindergarten, 1<sup>st</sup> grade, and 7<sup>th</sup> grade students)
- STUDENT'S OFFICIAL IMMUNIZATION RECORD since birth (Updated with Tdap booster), office will copy. (Required for 7th and 9th Grade students) **Religious exemptions are no longer acceptable due to CA state law.** <https://shorturl.at/b3Ux2>
- SPORTS PHYSICAL are required for athletes in grades 5-12.

If all requirements are not completed by the beginning of school, the student enrolling may not be able to start school on time.

## Home Schooled Students

Home School credits will be evaluated according to the home school program used. An unaccredited program will result in credits being accepted on a pass/fail basis only and will not be figured into a student's GPA Only credits transferred in from an accredited program will be accepted as grades and calculated into the student's GPA

Home School students who desire to take select classes at FAA will be charged per class enrolled plus registration fees. Home School students who desire to participate in FAA's sports program must be enrolled in at least a grade-appropriate Religion class for at least the semester covering the sport's season. They will be charged tuition per class plus registration plus any sports fees. Semester grades for any class taken will become part of the student's official high transcript. (Financial aid is only available to full-time FAA students.)

## Academic Placement

Appropriate academic placement of the learner is a fundamental principle of education. Chronological age, emotional, physical development and social development, and scholastic achievement will be considered in grade placement.

Each new student's grade level will be determined by one or more of the following:

- Standardized achievement test scores
- Teacher evaluation of academic readiness including assessment of student's ability to reason and express ideas
- Documentation of academic progress.

## Withdrawing

Parents who find it necessary to withdraw their child from FAA will need to follow these steps:

- Meet with the principal
- Notify the classroom teacher
- Return the completed withdrawal form to the front office

Early withdrawal incurs a fee of \$250.00 per student. Tuition will be prorated on a daily basis.

Families withdrawing prior to the first day of school will be refunded the entire amount of tuition that has been paid for the current year less the registration fees.

Tuition and other charges need to be paid in full before records can be sent to the new school. If, during the first month of the student's enrollment, the student withdraws within 5 days or less and a withdrawal form is submitted by the 5<sup>th</sup> day, there will be no charge of tuition. If the withdrawal occurs 15 calendar days before the next standard billing cycle, 50% of that month's tuition will be refunded. If withdrawal occurs after this time, there will be no refund of tuition. Our standard billing cycle occurs on the 5<sup>th</sup> of every month August through May.

If a student is asked to withdraw by administration, the \$250.00 withdrawal fee will be waived. Tuition will be prorated on a daily basis.

### **Change of Information**

It is the responsibility of parents/guardians to update a change of address, phone number, cell phone, or email address via Parent's web.

### **Access to and Transfer of Student Records**

A student's record is regarded as confidential and release of the record, or of information contained therein, is governed by regulations of the federal law on "Family Educational Rights and Privacy." The institution, without consent, may release only directory information, such as a student's name, photograph, address, e-mail address, telephone listing, birthplace and date, dates of attendance, and the most recent previous educational agency or institution attended, unless otherwise directed by the custodial parent. Parents may inspect and review records and are entitled to challenge the content of records. If a student transfers to another school, the cumulative record, or a copy thereof, shall be transferred to the school where the student intends to enroll upon written request.

### **Custody Disputes**

When there is a court document outlining custody arrangements, a copy should be provided to the school. The school will abide by the specifications of such a document. The school will remain as neutral as possible in any custody disputes. In any legal dispute between parents, school personnel will provide information to the courts, attorneys, parents, or their agents only in response to a lawful summons or subpoena.

## TUITION AND FEES

Fresno Adventist Academy Board, Administration and Staff are committed to educating your child at the highest level and understand that sending your child to FAA is a significant financial commitment. Please be assured that every attempt has been made to keep tuition and extra-curricular fees affordable. In an attempt to keep costs affordable to parents, tuition money only covers part of our annual operating budget. The remainder of the cost is funded through constituent churches, various gifts, and other sources of income to the school.

### 2024-2025 TUITION

	Constituent Rates**	Non-Constituent Rates***	Community Rates***
Kindergarten to 8th Grade	\$5862.00	\$6513.00	\$7240.00
9th to 12th Grade	\$7421.00	\$9964.00	\$10,102.00
Multi-Child Discounts	SECOND: \$300.00		
	THIRD: \$400.00		
	FOURTH: \$500.00		
	FIFTH OR MORE: \$600.00		
Prepayment Discounts*	ANNUAL (AUGUST) 5%		
*Applied after a multi-child discount, if applicable.	SEMI-ANNUAL (AUGUST/JANUARY) 2.5%		

\*\*After-School Care and Fees (except Registration Fees) **are included in the Constituent church rates.** Any other extra-curricular events, sports, club and outdoor school fees will be billed separately.

\*\*\*Fees are NOT included in Non-Constituent or Community Rates.

### FEES FOR NON-CONSTITUENT AND COMMUNITY FAMILIES

K-4	\$105.00 (MUSIC/PE/YEARBOOK)
5-8	\$155.00 (MUSIC/PE/SCIENCE/LOCKER/YEARBOOK)
Outdoor School 5-8th Grade	\$350.00
9-12	\$352.00 - 429.00 (DEPENDENT ON GRADE LEVEL)

## Tuition Payments

Fresno Adventist Academy has partnered with FACTS Management Company to process payments and facilitate financial aid assessments. FACTS is used by many schools locally and over 6500 schools nationally. We are confident that families will find the technology and security of payment processing with FACTS convenient and efficient. FACTS customer care is available 24/7 by calling 1-866-441-4637.

## Late Payment Fees Assessed by FACTS

- A \$40.00 late fee will be assessed on all late payments
- A \$30.00 fee shall be charged for each returned check.

## Early Withdrawal Policy

Students are accepted with the understanding that they will remain enrolled at Fresno Adventist Academy for the entire academic year. Consequently, it is expressly understood by the parent(s), and /or guardian(s) and the school that if a student does not complete the full academic year, the parent(s)/guardian(s) will be charged a \$250.00 withdrawal fee. Tuition will be prorated up to the date of withdrawal and is due in full. All other school fees are non-refundable. A Withdrawal Form must be completed and submitted to the Principal's Office in order to process requests for transcript and health records.

If a student is asked to withdraw by administration, the \$250.00 withdrawal fee will be waived. Tuition will be prorated on a daily basis.

## Financial Assistance

The Finance Committee requires all families requesting financial aid to complete the FACTS Grant & Aid Application. FACTS Tuition Aid will collect all information needed to determine your financial need. There is a \$40.00 fee for the application. When requesting aid, parents are encouraged to have a definite plan as to the amount they can reasonably contribute. **It is encouraged that the application be completed by April of the current school year.** A student's academic records, attendance, general conduct, and general leadership ability are considered. Parents should contact their local church first to request financial aid.

## Collection Policy

A tuition account shall be considered delinquent 30 days after the date of invoice. The delinquent account holder shall be notified and given the following options:

- Bring the account current within 7 days after notification
- Within 7 days after the date of the letter, make payment arrangements in writing, with approval of the business office
- Withdraw the student on or before the last day of the week of notification

Failure to comply with one of the options set forth in the letter shall at the election of FAA result in the interruption of the student's education, which may include without limitation, termination of the student's attendance at FAA, restricting the student from final exams, grades not being released, or the student being prohibited from readmittance.

## Scholarships

### Central California Conference Scholarships

Full details for eligibility are contained on the individual application forms.

#### CCC Endowment Fund (Elementary and Secondary Students Only)

- Eligibility—elementary and secondary students only; parents or applicant must hold membership in a CCC church; must demonstrate financial need; maintain an acceptable academic record; parents or sponsoring church member must make a financial commitment to the local school; does not receive tuition assistance as the child of a denominational employee.
- Applications—must be submitted online through FACTS. (FACTS is the School Information System used in all but one of our schools. We are using their Financial Aid Assessment Service to determine family financial need. <https://online.factsmgt.com/aid>)
- Information Needed—You will be required to submit tax forms and necessary supporting documents as well as an active usable email address and phone number.
- Amount— varies depending on number of eligible applicants and their financial needs. This is a needs-based scholarship that also takes into account the cost of living for your area.
- The deadline is April 30, 2024. Students who are new to a school for the 2024-2025 school year and enroll after the April 30 Endowment Fund deadline may apply to FACTS during the New Student window of July 16-September 16.
- Applications open on January 15, 2024.

#### New Member Evangelism Fund (Elementary and Secondary Students Only):

<https://cccsda.box.com/s/93tgb5doa1sr4mda3ti81plgwoe0rfg>

- Eligibility—first-time or recently enrolled students in grades K-12 who have been baptized or at least one parent who was baptized or joined the Adventist church within the last five years may be eligible to apply for a 20% scholarship towards tuition costs the first and second year.
- Applications—available through principals, business managers, and pastors. Applications are processed through the CCC Education Department. This scholarship is for new Adventist families.
- Amount—20% of tuition. Renewable for a 2nd (Total of two years scholarship available).
- Deadline—Open Enrollment based on the availability of funds for the first year.
- Second Year Renewal Deadline is June 30 of the current school year.

#### Three-way Matching Fund (Elementary, Secondary and Participating Colleges):

<https://cccsda.box.com/s/bna9nrohnm29e30gklz16uhhysjc01qn>

- Eligibility—full-time students enrolled in a CCC Adventist school in grades K-12, PUC, Walla Walla, and Oakwood College. Parents or applicant must hold membership in a CCC church.
- Three-way Match—between the local church, the Conference, and the school.
- Applications—K-12 applicants must contact their school principal or business manager prior to applying. College applicants must contact their church pastor/treasurer. A church check for up to

\$300 issued to CCC must be attached to the application before it can be processed by the CCC Education Department.

- Amount—maximum of \$300 from each entity for a total of \$900.
- Restrictions—Each school/church has a limited number of applications that may be submitted.
- Deadline is April 30, 2024

#### Minority Fund

- Eligibility—student/family must be a member(s) of a Hispanic, Asian, or African American CCC church.
- Process—CCC Treasury Department will notify the church by letter of the amount available for them to use in awarding assistance.
- Applications—Contact your church pastor or treasurer for further information on the availability of these funds. Awards should be approved by the church board. In order to distribute the Minority Funds, the church must email a letter to the Conference Treasurer with the name, student ID number, and the amount for those who will be receiving these funds. The check will be issued to the school(s) indicated in the letter.
- Maximum Award—The maximum award amount is \$1000 per student.

#### Conference Faith Advance

- Requests for assistance from the Conference Faith Advance are to be processed through the school's principal and/or financial office. The local school board is responsible for determining eligibility and the process for obtaining help from this fund. The school submits the names of students they deem eligible for assistance to the Education Department, and the Conference issues a check to the school for the total amount requested for students to be applied to their accounts. The amount per school is determined by a formula involving the church membership and Conference Faith Advance offering received by the Conference. The amount per student is determined by the school.
- Applications—There is no application. Automatically processed by the school.
- Maximum Award—The maximum award amount is \$1000 per student.

#### Pacific Union Scholarships

Pacific Union Conference Education Scholarships (K-16). Includes Baybarz Trust Fund, Education Endowment, Union Elementary, and Hochhalter.

- Eligibility—full-time students enrolled in a Central California Conference Adventist school in grades K-12, or at La Sierra University, Loma Linda University, Montemorelos University, Oakwood College, and Pacific Union College. (The student does not receive tuition assistance as the child of a denominational employee.)
- Applications—K-12 applicants must work with their school principal or business manager prior to applying. Applicants will be selected by the school based on financial need and verified by the CCC Education Department. College applicants should first contact the CCC Education Department or the college/university. All applications are to be completed online at <https://pacuniongrants.smapply.io>.
- Amount—varies, depending on the balance in the fund and the number of eligible applicants.

- Deadline is June 30, 2024.

#### Next Step Scholarship (Kindergarten & 9th Grade Students)

- Eligibility
  - Open to all students enrolled in Kindergarten or 9th Grade
  - For full-time enrolled Kindergarten or ninth-grade students.
  - Nominated by the local conference education department.
  - Regardless of other scholarship funds or tuition assistance.
  - Based on submission of online essay-based application.
- Application—All applications are to be completed online at <https://pacuniongrants.smapply.io>.
- Amount—Kindergarten, between \$250 and \$750; Ninth Grade, between \$1000 and \$2500.
- Deadline—August 1, 2024, Enrollment verified by school.



## DRESS CODE

As in all areas, it is our privilege to honor our Creator, especially in our dress. While our focus is the development of well-rounded Christian characters, we also believe that the way we present and carry ourselves is part of that character development.

### Uniform

#### **Kindergarten - Fourth Grade:**

**Approved Tops:** royal blue, navy blue, or yellow long or short sleeve polo shirts, must be monogrammed with the approved school logo

**Approved Bottoms:** navy blue or khaki uniform pants, shorts, skirts/skorts, or jumpers (no higher than 2 inches above the knee) Blue jeans are allowed. For modesty's sake, no tight pants. No drawstring, saggy, baggy, frayed or torn-look pants. No sweatpants, pajama pants, cargo pants, yoga pants, stretch pants, leggings, or jeggings.

**Approved for under skirts/skorts/jumpers:** nylons, tights, or leggings of solid colors of white, black, navy blue or your skin color.

**Approved Shoes:** Students must wear closed toe shoes or closed toed sandals that straps behind the ankle. Clogs (including Crocs), flip-flops, slides, and shoes that have wheels (skates) are not allowed.

**Approved Outerwear:** Approved outerwear consists of crewneck sweatshirts/sweaters, cardigans, and full-zip hoodies which must be solid navy or royal blue with only the approved FAA logo. No other graphics or logos are allowed. During cold weather, coats may be worn while outside, but must be removed while indoors.

**Swimsuits:** Modest swimsuits/trunks are required on all school sponsored water events. Girls are permitted to wear one-piece.

**Hair:** Must be neat, clean, and present a well-groomed appearance.

**Fingernails:** Keep fingernails short and manicured. Artificial fingernails are prohibited. Boys may not have colored fingernails.

**Other Accessories:** Tattoos (permanent/temporary/marker) or body piercings of any kind may not be displayed on the body. Bracelets, wristbands, necklaces, anklets, earrings, and rings of any kind are prohibited. If students are found to be wearing any prohibited item(s), it will be taken and held in the office until picked up by parents. Hats/hoods are not to be worn inside any buildings. Medical alert bracelets/necklaces are allowed; please let office personnel know if the student will need to wear one.

**Friday Uniforms:** Students can wear FAA/Adventist affiliated t-shirts and or sweatshirts and **blue** jeans, which must adhere to the above rules.

### **Fifth Grade - Eighth Grade:**

**Approved Tops:** royal blue, navy blue, or yellow long or short sleeve polo shirts, must be monogrammed with the approved school logo

**Approved Bottoms:** navy blue or khaki uniform pants or shorts (within 2 inches of knee); navy blue, khaki, or approved plaid skirts/skorts, or jumpers (within 2 inches of knee). For modesty's sake, no tight pants. No drawstring, saggy, baggy, frayed or torn-look pants. No jeans, sweatpants, pajama pants, cargo pants, yoga pants, stretch pants, leggings, or jeggings.

**Approved for under skirts/skorts/jumpers:** nylons, tights, or leggings of solid colors of white, black, navy blue or your skin color.

**Approved Shoes:** Students must wear closed toe shoes or closed toed sandals that straps behind the ankle. Clogs (including Crocs), flip-flops, slides, and shoes that have wheels (skates) are not allowed.

**Approved Outerwear:** Approved outerwear consists of crewneck sweatshirts/sweaters, cardigans, and full-zip hoodies which must be solid navy or royal blue with only the approved FAA logo. No other graphics or logos are allowed. During cold weather, coats may be worn while outside, but must be removed while indoors.

**Swimsuits:** Modest swimsuits/trunks are required on all school sponsored water events. Girls are permitted to wear one-piece.

**Hair:** Must be neat, clean, and present a well-groomed appearance.

**Fingernails:** Keep fingernails short and manicured. Artificial fingernails are prohibited. Boys may not have colored fingernails.

**Other Accessories:** Tattoos (permanent/temporary/marker) or body piercings of any kind may not be displayed on the body. Bracelets, wristbands, necklaces, anklets, earrings, and rings of any kind are prohibited. If students are found to be wearing any prohibited item(s), it will be taken and held in the office until picked up by parents. Hats/hoods are not to be worn inside any buildings. Medical alert bracelets/necklaces are allowed; please let office personnel know if the student will need to wear one.

**Friday Uniforms:** Students can wear FAA/Adventist affiliated t-shirts and or sweatshirts and **blue** jeans, which must adhere to the above rules.

### **Ninth Grade - Twelfth Grade:**

**Approved Shirts:** **white** Oxford-style uniform short or long sleeve shirts, must be monogrammed with the approved school logo and ***always*** be tucked in.

**Approved Bottoms:** navy blue or khaki uniform pants or shorts (within 2 inches of knee); approved plaid skirts/skorts (within 2 inches of knee). For modesty's sake, no tight pants. No drawstring, saggy, baggy,

frayed or torn-look pants. No jeans, sweatpants, pajama pants, cargo pants, yoga pants, stretch pants, leggings, or jeggings.

**Approved for under skirts/skorts:** nylons, tights, or leggings of solid colors of white, black, navy blue or your skin color.

**Approved Shoes:** Students must wear closed toe shoes or closed toed sandals that straps behind the ankle. Clogs (including Crocs), flip-flops, slides, and shoes that have wheels (skates) are not allowed.

**Approved Outerwear:** Approved outerwear consists of crewneck sweatshirts/sweaters, cardigans, and full-zip hoodies which must be solid navy or royal blue with only the approved FAA logo. No other graphics or logos are allowed. During cold weather, coats may be worn while outside, but must be removed while indoors.



**Swimsuits:** Modest swimsuits/trunks are required on all school sponsored water events. Girls are permitted to wear one-piece.

**Hair:** Must be neat, clean, and present a well-groomed appearance.

**Fingernails:** Keep fingernails short and manicured. Artificial fingernails are prohibited. Boys may not have colored fingernails.

**Other Accessories:** Tattoos (permanent/temporary/marker) or body piercings of any kind may not be displayed on the body. Bracelets, wristbands, necklaces, anklets, earrings, and rings of any kind are prohibited. If students are found to be wearing any prohibited item(s), it will be taken and held in the office until picked up by parents. Hats/hoods are not to be worn inside any buildings. Medical alert bracelets/necklaces are allowed; please let office personnel know if the student will need to wear one.

**Friday Uniforms:** Students can wear FAA/Adventist affiliated t-shirts and or sweatshirts and **blue** jeans, which must adhere to the above rules.

**Non-Friday dress down days will be monitored by the staff.** School personnel will make the final decision regarding appropriate school attire. In matters of opinion, the judgment of teachers and administration will prevail. Parents are encouraged to ensure their children are properly clothed for school.

## **Dress Code Rule Violation Consequences**

- 1st Offense - If students are wearing non-uniform clothing, parents will be asked to bring appropriate clothes for the student to change. The student will be retained in the office area until appropriately attired.
- 2nd Offense - In addition to the consequence of the 1st offense, a fine of \$25.00 will be applied to the student's account AND a meeting with the student, parent, and administration will be required.
- Any further offenses will be handled on a case-by-case basis with the student, parent, and administration.

## **Formal Attire**

Students should not feel pressured to buy expensive formal wear on occasions sponsored by FAA where the dress code is "formal". Nice church dresses and suits are appropriate for formal functions. Please consider modesty in your clothing selection. Assigned faculty must pre-approve all dresses for banquets.

- Dresses must have shoulder straps that are at least one inch wide and cover the bra strap, or a shoulder covering (shawls, bolero shrugs, etc) must be worn.
- Dresses should not reveal cleavage.
- Hems/slits should not come higher than two inches above the knee.
- Dresses should not have any cutouts or reveal any part of the body other than what is allowed in the back and front as stated above.

## **Formal Attire Rule Violation Consequences**

Students who arrive at a school sponsored formal event inappropriately dressed will be asked to leave and no refund will be issued.

## ACADEMICS

### Academic Integrity

At FAA, we strive to be honest in order to build trusting relationships and integrity. Cheating is taking dishonest advantage of self, teachers and/or other students. Cheating includes, but is not limited to the following behaviors:

- Glancing during a test or quiz
- Non-sanctioned “team” work on an assignment
- Habitual absenteeism on test/assignments days
- Failure to cite sources appropriately on assignments
- Copying a research paper or assignment from another person or your own previous work
- Possession or use of unapproved notes
- Stealing a paper, test, or answer key
- Carrying a test out of the classroom
- Copying from someone else’s paper or test
- Excessive “outside assistance” on an assignment, including parents and tutors
- Allowing another student to copy from one’s examination/assignment
- Communicating in any way with another student during an examination, including through smart watches
- Taking photographs or screen shots of a test or quiz
- Falsifying or altering data for a lab experiment or field project
- Submitting another person’s work as your own
- Illegally changing academic records
- Resubmitting returned and corrected academic work under the pretense of grader evaluation error

Students are encouraged to commit themselves to academic integrity. Students who are found to be dishonest on academic work will receive a “zero” for the work and not be allowed to make it up. Students who are found to be dishonest during any exam will be given a “zero” for that exam and not be allowed to retake or make up the exam. A student who continually cheats may lose credit for the class, be suspended or expelled. Any infraction will be recorded in the student disciplinary file. This information can be viewed via Parent’s web.

### Grading Scales

#### Kindergarten

I= Independently achieves objectives

P= Progressing toward objectives

NT= Needs more time to develop

#### Grades 1-2

E = EXCELLENT

S = SATISFACTORY

N = NEEDS to improve

## Grades 3-12

A	94-100	C-	70-73
A-	90-93	D+	67-69
B+	87-89	D	64-66
B	84-86	D-	60-63
B-	80-83	F	0-59
C+	77-79		
C	74-76		

## Progress Reports

Communication between the parent and teacher is vital to the academic achievement of the student. The school year is divided into four nine-week quarters. Progress reports for grades 5-12 will be automatically emailed via RenWeb every Sunday. Any follow-up questions to those correspondences should be directed to the appropriate teacher.

## Principal's List/Honor Roll

To qualify for Principal's List, high school students must have a 3.75 GPA or higher. Honor Roll students must have a 3.5-3.74 GPA. Students in grades 3-8 must have all A's for the Principal's List, and A's and B's for the Honor Roll.

## Standardized Testing

### SAT

FAA will host an SAT School Day in October for seniors. (Fees are included for constituents only; all others will be billed.) Spring SATs are optional. If FAA decides to host a Spring SAT, everyone who signs up will be billed.

PSATs are taken by 10th & 11th grade students. (Fees are included for constituents only; all others will be billed.)

### Measure of Academic Progress

We test all students K-12, three times a year, Fall, Winter and Spring with the Measures of Academic Performance from NWEA (<https://www.nwea.org/parent-toolkit/>).

MAP® Growth™ measures what students know and informs what they're ready to learn next. By dynamically adjusting to each student's responses, MAP Growth creates a personalized assessment experience that accurately measures performance as well as estimating projected growth. Timely, easy-to-use reports help teachers teach, students learn, and administrators lead. Since the scale is continuous across grades, educators trust it to track longitudinal growth over a student's career. MAP tests are aligned to state standards in grades 3-8. We use this valuable information to see where our students are now, develop growth goals for the coming year, and create instructional strategies to meet those goals. These tests allow us to see how our students perform compared to all other students in our own community. MAP testing also shows how our students are projected to perform on the SAT®/ACT®, beginning in the 5th grade. The intent is that our students are college and career ready.

As a school, we set our academic standards high, with the goal of nurturing students who are proficient in reading, writing, and math. MAP tests help us achieve that goal.

## **Standards-Based Learning**

Standards-Based Learning (SBL) focuses on measuring what students are learning and what they are able to do with what they have learned. This type of assessment allows for consistency in understanding and achieving expectations. FAA in conjunction with the North American Division of SDAs and the Central CA Conference of SDAs is in the process of implementing this type of assessment and we hope to roll it out in the near future.

## **Homework**

Parents are urged to take an active role in their student's day-to-day work. While homework is not a requirement in all grades/classes, it is an important part of a student's instructional program and contributes to the student's success by reinforcing, enriching and maintaining skills taught in the classroom. Assignments are due at the time and date determined by the teacher. Makeup work is at the discretion of the teacher.

## **Acceleration/Retention Procedures**

### **Core Considerations for Acceleration**

The following should be considered in making a promotion decision:

- a. All grade promotions are based on such things as: course completion, skills masters, appropriate grade and attendance records, and teacher's approval.
- b. Promotion in grades 1-8 shall be based on the student's mastery of curriculum. In grades 3-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course and grade level standards for all subject areas.

### **Acceleration Procedure**

Students wishing to accelerate must declare those intentions as early as possible, but no later than the end of the second year for high school and the end of first quarter for elementary. Each case will be handled on an individual basis with consideration given to chronological age, academic ability, emotional, physical, and social readiness, and overall recommendations by FAA faculty and administration. The following minimal requirements are necessary for the acceleration of an elementary student:

- The student must demonstrate satisfactory evidence of academic, emotional, and social readiness for acceleration to the school staff and to the parents as reflected on report cards
- Written requests and documentation for acceleration of the student in elementary education (i.e. two years in one, or three years in two) must be submitted to the Central California Conference Office of Education. Written approval from the Central California Conference Office of Education must be granted for acceleration and will be kept on file at the school
- The student must maintain an average or above average level of achievement on the accelerated program

### **Retention**

#### **General Philosophy**

- FAA recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their

developmental needs at the various stages of their growth. Continuous progress and growth should always be the goal.

- FAA is committed to educational practices that are effective in enhancing the mental, physical, and emotional attainment of all students.
- Numerous studies have demonstrated that retention does not improve student's chances for educational success. Therefore, the practice of retention will be used only when there is compelling evidence that the student is likely to benefit academically and socially.
- Retention must be intended to provide an opportunity for a student to master basic skills required for academic success before proceeding to the next grade level, or to provide an extension of time for a student to complete the work of a single grade in two years.

### **Core Considerations for Retention**

The following should be considered in making a retention decision:

- a. Retention may be for failure of numerous courses or class subjects, excess attendance infractions, failure to complete or master class or course standards.
- b. Retention criteria for kindergarten-second grade students will parallel this guideline with an emphasis on the student mastery of 70% or greater of the language arts and mathematics.
- c. A student who is developmentally young may be considered for retention if the "youngness" is combined with a lack of mastery of curriculum objectives for the grade level.
- d. Each referral for retention shall be considered individually
- e. Modifying a program should always be considered as an alternative to retention.
- f. Only when careful assessment gives assurances that retention will result in significant benefits to the student can it be justified.
- g. Rule out health-related issues as being a cause of lack of performance, such as sight and hearing.
- h. A teacher must provide evidence of ongoing conversations and interventions regarding any child being considered for retention. The frequency and duration of sessions, specific interventions used, as well as resultant data must be documented.
- i. School staff and parents can request retention after careful consideration, evaluating a variety of factors, such as, test scores, chronological age, maturity norm, teacher's recommendation, grades, and or attendance.

### **Retention Procedure**

- Before retention may be considered, the teacher needs to try a variety of intervention practices. These need to be recorded. Analysis of MAP testing results will also be taken into consideration. (As stated in the Admissions section of this handbook, a contract may be required for students with learning disabilities outlining what FAA will be able to do for a student and the student's expectations.)
- A student being considered for retention must be referred to the Student Study Team following the teacher's unsuccessful attempts of intervention and results shared.
- Following the second season of MAP testing (around early February), an application for retention may be submitted to the Central California Conference Office of Education if the test results indicate the student will not achieve grade level. This application is due by February 22.
- All communication about retention should be documented, such as, meetings, comments of report cards, letters, emails, or phone calls.
- Discuss the possibility of retention again during the spring conference. Point out changes observed since the last conference.



- After the third MAP tests are completed on May 3, the final decision will be determined. Before the parents sign the documentation, the retention form and SST must be submitted to the Education Department for final approval.
- Copy of retention should be provided to parents and kept on file at the school.

## Graduation Requirements

### 8<sup>th</sup> Grade Graduation Requirements

The required subject areas for the completion of 8<sup>th</sup> grade are:

- Bible
- Computer Education
- Fine Arts
- Mathematics
- Physical Education
- Language Arts
- Science and Health
- Social Studies

### High School Graduation Requirements

General Diploma	College Preparatory Diploma
English – 40 Religion – 10 per year of attendance Mathematics – 20 Laboratory Science – 20* Social Studies – 30 Physical Education – 30 Health – 5 Modern Languages – 20 (of same), required Computer Applications – 5 Career Education – 10 Fine Arts – 5 Electives – 45 Leadership - 5 Senior Portfolio - 5 Community Service – 25 hrs for each year of attendance, hours do not roll over TOTAL = 245-280 (depending on Religion credits)	English – 40 Religion – 10 per year of attendance Mathematics – 30* Laboratory Science – 30 Social Studies – 30 Physical Education – 30 Health – 5 Modern Languages – 20 (of same) Computer Applications – 5 Career Education – 10 Fine Arts – 20 Electives – 20 Leadership - 5 Senior Portfolio - 5 Community Service – 25 hrs for each year of attendance, hours do not roll over TOTAL = 255-290 (depending on Religion credits) Minimum GPA: 2.8
MAP Testing  *10 credits may be non-laboratory	MAP Testing  *** Grade of “C” or higher in all classes  * Algebra I, Geometry, Algebra II  ***Most colleges do not accept a grade of “D” in reviewing transcripts for admissions eligibility.  Classes from freshman and/or sophomore year may be repeated to meet grade requirements. Junior and senior year classes may not be repeated to meet College Prep diploma requirements.

FAA offers two diploma tracks: General and College Prep. Both diplomas may be used to enter the work force or college. The credit hours are listed below for each subject area. Credit hours are based on the number of hours in a class and the number of days the class meets. Each student at FAA will meet with our registrar to find the right program that meets their needs.

## **Class Standings**

Every high school student will be classified as follows:

- Freshmen (9<sup>th</sup> grade) = Less than 60 semester periods.
- Sophomore (10<sup>th</sup> grade) = Completed between 60 - 120 semester periods.
- Junior (11<sup>th</sup> grade) = Completed between 120 - 180 semester periods.
- Senior (12<sup>th</sup> grade) = Completed a minimum of 180 semester periods. A Senior must give evidence of eligibility for graduation at the end of the school year.

## **Fine Arts**

High school students must take either La Vie or Yearbook. Yearbook enrollment will be limited and selected.

## **Community Service**

**Students are required to fulfill 25 hours of unpaid Community Service for each year enrolled in an Adventist high school. These hours do not roll-over to subsequent years. If a student does not complete (and submit the appropriate documentation for) the required amount of hours, double hours are required for the following year. For example: this school year Student A came up short and only submitted 5 hours; next school year, they're required to complete 50. For each service activity, the student must submit a signed Community Service form - found in the front office. Community Service forms are due by the end of each school year. Please note, from the CCC: "Some activities should be outside of church/school circle to benefit the larger community."**

## **Apprenticeship Program**

Students pursuing the General diploma will need to follow and complete the Apprenticeship Program expectations.

## **Transfer Students**

Students transferring to FAA will need to submit report cards and/or transcripts to the Registrar's office for evaluation.

## **Adding/Dropping Classes**

Schedule changes must take place within the first ten (10) school days of the first and third quarter grading period. Changes will be considered only when the student fills out the Add/Drop Form and obtains signatures from their parents, teachers, principal, and registrar. Changes made between the first ten school days and the first nine weeks of each semester will result in an assigned grade of WP, or WF. A WF on the transcript will affect their GPA. Students will be considered dropped or withdrawn from a class when a properly signed Add/Drop Form is approved and a new class schedule is issued to the student.

## **Semester Incompletes**

Students who are unable to complete sufficient class work to earn a final letter grade due to extraordinary circumstances may request an “Incomplete.” This grade must be removed within the first two weeks of the following semester, or the earned grade is automatically assigned.

## **Senior Project/Portfolio**

Senior Project/Portfolio is a graduation requirement. Students must pass the class with a minimum of an 85%. If incomplete by the end of second semester, a grade of ‘I’ (incomplete) will be recorded on the transcript until completed. A diploma will not be issued until completion and grade-change.

## **Parent-Teacher Conferences**

Parent-Teacher Conferences are held twice a year in order to facilitate collaboration between teachers and parents for academic progress. K-8 parent teacher conferences are mandatory. Highschool parents may request a parent-teacher conference.

## **Credit Recovery**

If a student does not earn a passing grade in a class, they will need to repeat the class to earn credit. If a student needs to repeat more than one semester in a given subject area it will be built into their class schedule, if possible. Juniors and senior year classes may not be repeated in an attempt to earn the College Preparatory Diploma.

## **Summer School**

Summer school may be necessary for students to repeat courses for credit recovery. You may enroll in any accredited program. A local and free option is Crescent View Charter School. You will need a referral from the registrar to attend any summer school program for makeup credits.

## **Transcripts**

Students currently enrolled at FAA may request transcripts, free of charge, through the end of the calendar year they graduate from. (For example, the Class of 2024 may obtain transcripts without fee until December 31, 2024.) This does not apply to students who withdrew from FAA prior to graduation. Please see the Registrar or Vice Principal for assistance.

Diplomas are issued when all academic records are completed, and the financial account is **paid in full**.

For a small fee of \$6 per transcript per destination, Alumni may now use the following link to process requests: <https://my.cheddarup.com/c/transcript-request-form/items?cart>

## **Student Association**

Students learn and develop basic leadership skills when they become officers in the Student Association. As such, elected officers are expected to model exemplary scholarship and character for their fellow students. The Student Association officers plan spiritual and social activities for the high school students. The S.A. advisor and select officers attend a conference-wide leadership seminar in September to learn skills, brainstorm ideas, and gain spiritual wisdom to share with their fellow students. Candidates run for S.A. positions at the end of the previous school year when they campaign and present speeches during a special chapel. Officers are selected through a ballot process in which the student body and faculty vote

for the candidates. The term for an S.A. office is one year. S.A. president and vice president cannot run for another major office. Students may co-run only for the Spiritual or Social Vice President positions.

## **Class Officers**

Class officers are elected at the beginning of each school year. The election process within their own individual classes includes campaigning, speeches, and voting by secret ballot. Eligibility is determined by GPA and citizenship standing. Elected officers are expected to uphold the standards of the school and provide leadership for the class. Responsibilities include planning spiritual and social events, as well as fundraising for their senior class trip and graduation expenses. The term is one year but an officer's position may be revoked if GPA or citizenship standing are compromised. Class president and vice presidents cannot run for another major office.

## **Qualifications for Student Association and Class Offices**

The acceptance of leadership to either an elected or an appointed office carries with it a responsibility. Students who assume these positions should realize that their character and behavior must be exemplary of a Seventh-day Adventist Christian and the lifestyle should be in harmony with the spirit and purposes of the school and the church. Students' academic performance, class conduct, attitude, and attendance will be considered in determining eligibility for and maintaining any elected or appointed office or position of leadership. Students may hold no more than one SA office and one class office at a time. Offices have GPA requirements: Major Officers must maintain a 3.0 GPA, Minor Officers must maintain a 2.5 GPA with no Ds & Fs; plus, must have good attendance. If an officer falls below the standard, they will be placed on probation for 4 weeks, and if there has been no improvement, they will be removed from office and re-elections will occur. Students who come under discipline may forfeit the right to continue serving in any elected or appointed office. A poor attendance record may also jeopardize student positions of responsibility or office.

## **Class Funds**

Any class-raised or student group-raised funds will not be refunded. Funds remaining from the 8th grade class will rollover and stay with that group of students through 12th grade graduation.

## **Athletic Eligibility**

The athletic director works with teachers to ensure that students maintain eligibility status for a respective sport. Should a student become ineligible for any reason, the athletic director will notify their coach.

If a student is seeking to participate in the Fresno Adventist Academy athletic program, a student must maintain a minimum grade of "C" in every core subject to try out. If, once on a team, a student grade falls below a "C" in a core subject, a student may, with the approval of the athletic director, continue to practice, but will be ineligible for games until a progress report shows improvement to a "C" average. If a student fails to earn a minimum grade of "C" in a core subject for two consecutive grading periods, participation in athletics may be in jeopardy. Certain circumstances may warrant further review, at which time administration and athletic department representatives will review and enforce any necessary action.

## **Athletic Forms**

A student must have completed a **Physical Examination, a Sports Medical Permission Form, a Concussion Form, and a Parent/Student Agreement Form** before try-outs. These forms are available

from the athletic department. All physical forms must be maintained on file. Physical Examination and Sports Medical Permission Forms are only valid for one year from the date of examination.

## **Athletic Fees**

Most sports have a fee for league dues, compensation of officials, and team uniforms. Please direct athletic questions to the Athletic Director.

## **ATTENDANCE**

California school laws place the responsibility on the parent or legal guardian to ensure that children are in school. Regular and prompt attendance is essential to success in school. Being on time allows the school day to begin properly for both the student and the class. Habitual tardiness and absences cause extra stress for the student and disrupts the delivery of instruction to the rest of the class.

Regular and prompt attendance will help our students in the following areas. It will help them to:

1. Be responsible for their education.
2. Be on time and prepared.
3. Be ready for the relative freedom of college.
4. Be primed for the workplace.

Our school day begins at 8:00 am. At that time, students who are not present and in the designated room for morning prayer, will be marked absent. Students arriving after 8:00 am are expected to sign in with a front office worker before they go to their classrooms. Attendance for K-8 will be recorded at the beginning of each day. High school attendance will be recorded at the beginning of each class period.

**Three (3) tardies for a class or for a day will be calculated as one (1) absence for the class/day.**

Students must leave within 10 minutes of dismissal unless they are participating in sports, a supervised event, or a meeting with a teacher. Students CANNOT be left unsupervised. If none of those reasons apply, after the 10 minute window, the student will be sent to After-School care. No student should remain on school property without permission from administration. Students can only be picked up by previously authorized persons. Those authorized should pick students up promptly at completion of after-school activities and students should remain with that authorized person until leaving campus. Students who are habitually picked up later than the end of sports practices/events will be charged a fine at the discretion of administration and the athletic director.

## **Early Morning Supervision**

Students should not be on campus before 7:30am or after 3:45 pm UNLESS they are in a supervised school activity or supervised by their own parents in the immediate area. Parents who leave their child(ren) on campus before 7:30 am will be fined \$10 per incident, per child.

## After School Care Hours

- K-2, 2:40-6:00 pm
- 3-4, 3:10-6:00 pm
- 5-12, 3:45-6:00 pm
- Fridays, 12:10-3:00 pm

Campus closes at 6:00 pm; no students should be on campus unattended and/or unsupervised.

**Parents who pick up their child(ren) after 6:00 pm (or after 3:00 pm on Fridays) will be fined \$5 for every 5 minutes tardy, rounded up, per student.**

## Absences and Tardies

Students arriving late are expected to sign in at the office before they go to their classrooms.

An excused tardy is a tardy due to personal illness, medical appointments/emergencies, or unavoidable traffic accidents. This does not include continual travel delays due to leaving home too late. If you have excessive tardies, your parents will be contacted by school administration to resolve the issue. Failure to attend school is an absence.

Students who miss school, due to illness or for an unexcused absence, are not allowed to participate in any after school activity that day.

## Absences

### Excused

- Illness of the student
- Death in the immediate family
- Mandatory court appearance
- Medical or dental appointments with verification from doctor
- Administrative (listed below)

### Unexcused

- All other absences will not be excused. (Makeup work will be at the discretion of the teacher. Full credit may not be received.)
- A signed, printed or emailed (**NOT A PHONE CALL**) note of excuse to *office@faa.org* must be turned in at the office when the student returns to school.

Administrative Absences – These absences do not count toward the total number of missed class periods that may jeopardize a student’s opportunity to receive credit.

- Off-campus school or church sponsored activities, including but not limited to:
  - Academic field trips
  - Music Tours
  - Mission Trips
  - Sports Teams (must be a member of the team)
  - Retreats
  - Conferences

## Attendance Penalties

Automated emails will be sent when a student has reached an excessive amount of absences and/or tardies to notify parents of the negative consequences to grades, FAA privileges, and possible consequences of the continued behavior.

For **elementary/middle school**, one absence will be recorded for each day not in class. If a student accrues 7 unexcused absences, the student and parents or guardians will need to meet with the school administrator. If a student accrues 14 days of unexcused absences, the student and parents or guardians will meet with the school's Advisory Council. If a student misses more than 21 unexcused days, the student and parents or guardians will meet with the school board's Executive Committee.

For **high school**, one absence is recorded for each class period. Acquiring more than 14 class absences for any reason (excused or unexcused) in a semester requires the student and parents or guardians to meet with the administration and may result in loss of credit for the class for the semester. If any student misses 7 days (or at least one class 7 times) per semester, the student and parents or guardians will be required to meet with administration and this may result in loss of credit for the class for the semester. If a student misses 21 class periods or 14 days for whatever reason (excused or unexcused), the student and parents or guardians will meet with the school board's Executive Committee.

Repetitive absences and tardies diminish learning and might result in expulsion from school.

## Academic Credit

If a student has more than 14 days of absence in a semester, excused or unexcused, except for school-related field trips and tours, he/she may not receive credit in that class; graded as 'F'. This sum also includes tardies, as three tardies calculates as 1 absence. A Request for Variance may be made by submitting a request to administration for review.

## Request for Absence Excuse

Parents must send a written excuse to the office the day a student returns to school. The note must include the following:

- Name of the student
- Date(s) of absence
- Specific reason for the absence
- Parent's signature

## Pre-Arranged Absence

When absences are pre-planned, a "Pre-arranged Absence Request" Form is to be submitted **at least seven (7 days)** before the absence will occur. Please note that *pre-arranged* does not equate to *excused*.

The school is not responsible to provide extra tutorial sessions when the family elects the absence, nor can we guarantee that the student will be where the class is academically when you return.

## College Visitation Days

College visitation days are encouraged for 11th and 12th grade students and their families to visit out-of-area colleges and universities for the purpose of appointments with admissions, financial aid, and other departments. The school sponsors one visitation to Pacific Union College as well as an SDA

college/university fair on FAA's campus where students can meet with recruiters and gather information. Four college visitation days per year (but not exceeding 3 in any one semester) are allowed and excused.

### **Early Pick-Up**

When a parent/guardian finds it necessary to pick up their student(s) before the end of the school day, the parent/guardian must sign the student(s) out in the school office. The office staff will then contact the classroom teacher who will dismiss the student(s) to the office. If the student is picked up for a doctor or dentist appointment, a note must be submitted to the office when the student returns.

### **Truancy**

A student is considered truant when faculty and parents/guardians are not aware of their location. Such absences will be recorded as an unexcused absence, and will be subject to additional disciplinary consequences.

### **Leaving Campus**

FAA is a closed campus. Students are not permitted to leave campus before the end of a regular school day. If an emergency arises, a parent must call administration to explain and give permission. If administration gives permission, the student must sign out before leaving campus. If a student returns during the day, they must sign in again upon their return and provide a doctor's note, appropriately.

If a student does not have the last period class of the day, and permission is received to leave early, they may leave campus. However, they must remain off campus until the school day is over. Furthermore, during an emergency, students may only transport siblings and must meet California driving regulations, have parental permission recorded in the office. All students leaving early must sign out in the office.

**Students leaving campus, whether walking or driving other students off campus without administrative permission will receive unexcused absences for classes missed and will receive further consequences.**

### **Chapel**

Chapel is required; every student is expected to attend.

### **Physical Education**

Physical Education classes are a part of the program provided for all students. A note from a parent to excuse a student from participating in P.E. is required and after three days of non-participation a written statement from a physician is required to excuse a student from class participation due to medical reasons.

## **HEALTH AND SAFETY**

### **Student Illness**

Children will be sent home if they have a fever, major injury, or abdominal distress. Children must be fever-free and have no abdominal distress for 24 hours, without medication, prior to returning to school. If a student becomes ill during the school day and needs to go home, one of the following must occur before the student may leave:



- A parent, or someone designated by the parent, may pick the student up at school. The parent or designee needs to sign the student out at the front desk.
- Front office personnel receive verbal permission from a parent allowing the student to go home. The student must sign out at the front desk.
- If the student cannot contact a parent for permission to go home, the front office can excuse the student from class and continue to try and contact the parent. The student must sign out at the front desk.

If a student leaves campus without permission, it will be considered leaving campus without permission, which carries an automatic one-day suspension.

## Medical Examinations

Physical examinations are required for all students as follows:

- Upon entering Fresno Adventist Academy for the first time
- At grade 7 (this shall include the scoliosis examination)
- At least once in grades 9 through 12
- Each school year for students participating in the interscholastic sports program

## Immunizations

To attend school, the student's immunization record must show the date for each required shot as outlined by the state of California. If a licensed physician determines a vaccine should not be given to your child because of medical reasons, a written statement from the physician must be submitted for a medical exemption for the missing shot(s), including the duration of the medical exemption. ***A personal beliefs/religious exemption is no longer an option for entry into school; however, a valid personal beliefs exemption filed with a school before January 1, 2016 is valid until entry into the next grade span (7th through 12th grade).*** <https://shorturl.at/b3Ux2>

## Head Lice

Fresno Adventist Academy recognizes that its Lice Policy should be conducted in a manner that protects and enhances student and employee health and is consistent with recognized health practices. Because head lice are not uncommon and are easily spread, the administration will send home information as needed about the treatment and control of head lice in an effort to prevent infestations. School employees will report all suspected cases of head lice to the administrative secretary as soon as possible. The administrative secretary or designee will examine the student and any siblings of affected students or members of the same household. If nits or lice are found less than ½ inch from the scalp, the student will be sent home with proper parental notification. The staff will make every effort to maintain the privacy of students.

When the student is picked up at the office, a paper will be given to the parent with recommended treatment procedures, ways to check the hair, and sources of further information.

Fresno Adventist Academy recognizes that responsibility for the treatment of head lice and periodic head checks rest with the home.

If there is a student affected in any classroom, all students in that class will be examined. Excluded students may return to school when they bring a note from the parent indicating the treatment used and when reexamination by the administrative secretary or designee shows that pest and nits have been removed.

## Medications

All prescription medications brought to school are to be registered at the office and kept by an authorized staff member. They must be in the original container with the student's name, name of medicine, dosage and time for each dose. A completed Medication Administration Form is to accompany all prescribed medications and over the counter medications in which a physician's signature is required.

## Medical Emergency

In the event of a medical emergency, the school will make every reasonable effort to contact the student's parents or guardians as specified on the form. **If contact cannot be made, the school will exercise the authority given to seek proper care for the student.**

## Disaster Plans

Throughout the school year, various drills will be held including but not limited to fire drills, earthquake drills, lockdown drills. In the event of an emergency, parents will be notified by calls, email, or text message.

## School Lockdown

Fresno Adventist Academy will notify parents using their school wide parent alert system through email, and/or text, and/or voice calling. You can designate your preferred options online using your RenWeb login.

## Accident Insurance

The school carries an accident insurance policy which covers medical payments for school accidents. The school's insurance is **secondary** to the family or employer group insurance.

# CODE OF CONDUCT

## Citizenship

Schools require a higher level of courtesy than many people exercise in ordinary public space. Everyone in the classroom is there for the purpose of learning, and no one should be able to deprive another person of the chance to learn. Expressions of rudeness and even of carelessness degrade the high purpose of learning that should be paramount in a school setting. Students should act with proper citizenship.

Students who have been removed from any class for misbehavior may be suspended from school for a designated time period. Students who fail to respond to their teacher's counsel and continue to be a discipline problem in class may be withdrawn from class.

Fresno Adventist Academy's discipline plan is based on the belief that student conduct should lead to student self-government, self-discipline, and self-control. Conduct that is deemed inappropriate or disruptive to classroom activities will be dealt with in measures appropriate to the behavior. Student conduct will be documented, and parents notified. Inappropriate behavior that persists will be dealt with in a number of ways that may include fines, in school or home suspension, detention, or expulsion.

## **Unacceptable Behavior**

General school rules address student behavior that creates an unsafe school environment. All students have the right to be safe and have the responsibility to keep their hands, feet, objects that may cause harm, and inappropriate language to themselves. Actions that are vulgar, deceptive, and/or dangerous in nature will not be tolerated.

## **Chapel Conduct**

Chapel is an extension of church and students should be reverent and respectful. Students are to come to the chapel in an orderly fashion. They should go to their assigned seats immediately and should not bring any reading and/or study materials with them. Only Bibles, or announced items, should be brought into the Chapel. No food or drinks are allowed. Hats and hoodie hoods are not permitted.

## **Student Disciplinary Plan**

DET—Detention

OSS—Out of School Suspension

ISS —In School Suspension (\$60 supervisory charge per day)

## **Disciplinary Actions**

The Disciplinary Committee will decide on consequences as they relate to the severity or repetition of unacceptable behavior. The order of consequences may be altered depending on these factors. Students with multiple infractions may not be able to participate in extracurricular activities.

- 1<sup>st</sup> offense - Communication via RenWeb and student conference with principal
- 2<sup>nd</sup> offense - Communication via RenWeb and student/parent conference with principal
- 3<sup>rd</sup> offense - ISS/OSS per Disciplinary Committee

## **Truancy/Cutting Class**

- 1<sup>st</sup> offense - Communication via RenWeb and student conference with principal
- 2<sup>nd</sup> offense - Communication via RenWeb and student/parent conference with principal
- 3<sup>rd</sup> offense - ISS/OSS and notification to Fresno County Truancy Officer

## **Vandalism**

Vandalism is the willful or accidental defacing or damaging of school, other students, or staff members property. Acts of vandalism will always require restitution (cost of repair or replacement) to the school or person whom the act was committed against. Students who damage school property or the property of others on or at school conference events, including writing on desks or walls, will pay restitution. Students may face consequences as stated under Disciplinary Actions.

## **Probation**

Probation gives students a period of time in which to improve grades as well as cooperate with school regulations and policies. Students may be put on probation for academic failure, poor attendance records, or serious and continued misconduct. If necessary, students' participation in extracurricular activities may be suspended. Failure to successfully complete a probationary period may be grounds for dismissal.

Students who are on probation may be denied the privilege of holding office or positions of leadership and participation in sports or Student Association activities.

All newly admitted students are automatically placed on academic probation for at least one quarter.

## **Physical Displays of Affection**

It is always in good taste to display Christian propriety. Couples should avoid displays of physical affection, including but not limited to holding hands, extended hugs, sitting on one another, cuddling, embracing, kissing, and sexual activities.

Repeated infractions listed above will be communicated to parents. Consequences may be administered in certain actions even though it may happen only once. These discipline actions serve only as a guideline. Administration reserves the right to adjust consequences they feel fit the infraction.

## **Weapons and Dangerous Instruments**

The use, handling or possession of air pistols, firearms (or toy facsimiles), knives, or any incendiary device is prohibited. Any instrument used for the purpose of inflicting harm or injury constitutes a weapon for the purpose of this policy and will be grounds for suspension or dismissal. Civil authorities will be contacted. The use of skateboards, scooters, or in-line skates is unauthorized on campus and considered vandalism.

## **Law Enforcement Involvement**

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

## **Gum Chewing**

Gum chewing in the classroom is at the discretion of the teacher.

## **Consent to Drug Testing: 7th-12th Grade**

Students and a parent or guardian must sign a consent form before the beginning of the school year authorizing Fresno Adventist Academy to conduct drug tests on the basis of both reasonable cause and random selection. Failure to sign such a consent form, or to submit to testing upon request of the Academy, may result in the dismissal of the student. When a student is drug tested, a charge will be placed on their FACTS account.

## **Substance Abuse Policy**

- A. It is the policy of Fresno Adventist Academy to maintain a safe and healthy environment for its students and employees. A drug-free/alcohol-free lifestyle is intrinsic to this policy. Therefore, it is Fresno Adventist Academy's policy that the sale, manufacture, distribution, possession, and/or use of inhalants, tobacco, alcohol, illicit drugs, or dangerous drugs is strictly prohibited. Any student found with intent to distribute will be immediately expelled without the opportunity to withdraw.
- B. Drugs include but are not limited to illicit drugs, abuse of prescription drugs, and other substances that affect the central nervous system.
- C. When the Administrative Committee determines that there is reasonable cause to suspect a student has violated the Substance Abuse Policies "General Prohibitions," it may require the student to submit to a drug test. Failure or refusal to submit to the required drug test will result in dismissal from the Academy. If your student is on prescription medication, please inform the FAA office so that if your student is selected, a copy of a doctor authorized prescription will be on file.

- D. Fresno Adventist Academy can randomly drug test its students to assist in identifying students who may need help overcoming drug use or addiction. Using the hair sample method, Fresno Adventist Academy may conduct random drug testing of students. The hair will be analyzed using methods capable of detecting the usage of drugs in the amphetamines, cocaine/metabolites, opiates, phencyclidine (PCP), and cannabinoids (marijuana) groups during the ninety days preceding the test.
- E. The test results will be kept confidential in compliance with the student's consent, the student's/parent's drug testing authorization and release, and/or Fresno Adventist Academy's policy. An initial positive test result will be communicated to the school principal and will not be reflected in the student's permanent records.
- F. If a senior tests positive, in addition to the consequences previously mentioned, they will not be allowed on the senior class trip, and marching privileges may be revoked. Any student holding elected positions for officers within the Academy or extracurricular organizations who violate the Substance Abuse Policy will be required to resign their posts for the balance of the school year.
- G. Anyone who has a positive confirmed drug test result has the right to explain or contest the result to the Administration within five (5) business days after receiving notification of the test result. Administration reserves the right to investigate the test result however it deems appropriate. If the explanation or challenge is unsatisfactory to the Administration, the student will be subjected to appropriate discipline under this policy. A positive test result will be relayed in a private meeting between the principal and the student and parents.

### **Consequences of Prohibited Conduct or Positive Tests**

- A. Although the following second chance program is the preferred discipline for violators of the Substance Abuse Policy, the Administrative Committee reserves the right to impose any consequences for any violation of this policy, up to and including expulsion from school, if it determines, in its sole discretion that aggravating factors warrant greater consequences, or mitigating factors warrant lesser consequences.
- B. A student will be deemed to have violated the Substance Abuse Policy, and may be disciplined by the Administrative Committee any time that: (1) the Committee determines that the student has violated any of the Prohibited Conduct provisions above, or (2) the student tests positive in a Reasonable Cause Drug Test, a Random Drug Test, or a Follow-up Drug Test.
- C. A student who violates the Substance Abuse Policy must enroll in a series of counseling sessions with an approved counselor. A minimum of six counseling sessions must take place with proof of attendance submitted to Fresno Adventist Academy. These sessions must be arranged and paid for by the parents/guardians. Failure to comply will result in dismissal from FAA.
- D. A student who violates the Substance Abuse Policy must submit to follow-up drug tests (at the parents' expense) throughout the twelve-month period following the initial violation. These follow-up drug tests will be conducted at (as near as possible) 100, 200, 300, and 365 days from the initial positive test to ensure that the student remains drug-free. If test results are negative, the student will be placed in regular standing.
- E. If a student violates the Substance Abuse Policy a second time, the student may be dismissed.

### **Substance Abuse**

- 1<sup>st</sup> offense - 5 days OSS and required intervention determined by Disciplinary Committee
- 2<sup>nd</sup> offense - Police Complaint and dismissal from FAA

## **Child Abuse/Neglect/Harm**

Fresno Adventist Academy is bound by federal and state law to report any suspected or reported cases of child abuse and/or neglect. Students who demonstrate an imminent threat to harm themselves or others will be reported. Students involved in self-mutilation and/or making suicide threats will be asked to seek psychological counseling. A written release from a psychologist/psychiatrist must be presented to the administration before that student is allowed to return to school. Parents must sign a release of information to the school counselor when undergoing testing/evaluation.

## **Bullying and/or Harassment**

**Fresno Adventist Academy** administrators, staff, and students strive to make our school a safe place for all. A student or group of students must not participate in or allow any act of direct or indirect bullying and/or harassment which degrades, injures, threatens, disgraces, or isolates a student, staff member, and/or visitor to the campus. Bullying and/or harassment includes jokes, teasing, gestures, rumor spreading, intimidation, or any physical, verbal, or cyberattack directed at a person's race, religion, national origin, age, gender, possessions, or physical features. We expect Christian behavior on and off of the campus.

Students will refrain from words or actions that demean, insult, bully, or threaten others, even if a student considers such actions to be a joke. Examples include but are not limited to:

- Slurs against one's sex, race, religion, or ethnic origin,
- Explicit or subtle references of a sexual nature,
- Harassing emails, internet communications, text messages, voicemails, social media, notes, letters, comments, jokes with sexual overtones, obscene language, unwanted physical advances, or the invasion of one's personal space.

## **Sexual Harassment**

Fresno Adventist Academy is committed to providing a school environment free from sexual harassment for all. Incidents of harassment should be reported in accordance with these procedures so school authorities may take appropriate action. Students who sexually harass others are subject to discipline, up to and including dismissal. Employees who engage in sexual harassment are subject to discipline, up to and including termination. (*PUC Ed Code A23-168*)

## **Definition**

Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature which is offensive. It can be spoken, written, or physical behavior. It includes offensive pictures, graffiti, jokes, gestures, and other verbal, physical, or cyber conduct or contact that by design or innuendo, is sexual in nature. If submission of offensive sexual conduct is made a condition of academic status, progress, benefits, honors, or activities, it is prohibited sexual harassment. Sexual harassment also occurs when the offensive behavior or material creates a hostile school environment.

## **Reporting Procedures**

Students who have experienced incidents of bullying, and/or harassment, and/or sexual harassment occurring on-campus or on off-campus school sponsored events shall report the incident to the classroom teacher. The student may also report to the principal or vice-principal. These incidents will result in disciplinary action.

## TECHNOLOGY

Students are responsible for good behavior on school computer networks just as they are in the classroom or school campus. Communications on the network are often public in nature. General school rules for behavior and communication apply. Nonverbal, oral or written communication, on and off campus, including video, pictures and graphics on classroom computers, personal computers, smart-phones or other devices, must demonstrate a positive purpose and basic Christian principles of decency. Should the school become aware that a student has been communicating inappropriate content on or off campus or misrepresenting the Christian values of the school in communication, the student will be subject to disciplinary action.

We are pleased to offer our students access to the school network for electronic mail and the Internet. Access to the Internet will enable students to explore thousands of libraries and databases while exchanging messages with Internet users around the world. While our intent is to make Internet access available to further educational goals and objectives, students may, on their own, find ways to access other material as well. We believe that the benefits to students from access to the Internet exceed any disadvantages. However, the school supports and respects each family's right to decide whether or not to apply for the school's Internet access.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right, and responsible behavior is expected. The school has the right and duty to monitor and restrict both the amount of time online and the sites visited. This responsibility extends to any communication to or from sites.

FAA reserves the right to update or alter technology policies at any time. Such revisions may substantially alter access to FAA instructional computing resources. These resources include any computer, software, or transmission system that is owned, operated or leased by FAA.

FAA instructional computing resources are intended solely for course related activities specific to the intent of the student's enrollment in school.

### Conditions for Use

FAA instructional computing resources are intended solely for FAA approved or sponsored activities. Any activity that is not listed here, which violates local, state, or federal laws, is considered a violation of the FAA Acceptable Use Policy. It is not possible to list all activity that is not permitted, but the following are examples of unacceptable behavior that extends to all technology:

### Users Shall Not

- Use FAA instructional computing resources for any illegal purpose. Transmission of any material in violation of any federal or state regulation or local ordinance is prohibited
- Upload, download, transmit or post copyrighted software or materials, materials protected by trade secrets or other protections using FAA computer resources. This includes copyrighted graphics of cartoon characters or other materials that you found that may appear to be non-copyrighted protected. Just because something available via the internet does not imply that you may copy it or use it without permission from the authors or copyright holders
- Upload, download, transmit or post material that is obscene or defamatory or which is intended to annoy, harass, or intimidate another person or has the effect, to an FAA computing resource.

This includes the using of FAA instructional computing resources to distribute “spam” mail, chain email, viruses, or other intentionally destructive content

- Upload, download, transmit or post material that is intended for personal gain or profit, non-FAA commercial activities, non-FAA product advertising, or political lobbying on an FAA instructional computing resource
- Upload, download, transmit or post material that is intended to consume computer resources, such as disk space bandwidth or computing cycles, or in any way affect the performance of FAA instructional computing resources. This includes attempting to use FAA instructional computing resources to relay unauthorized e-mail, or serve any file not directly associated with an ongoing instructional purpose
- Attempt to gain unauthorized access to FAA instructional computing resources, attempt to gain access to other user’s accounts, or use FAA instructional computing resources to attempt to gain unauthorized access to other computing systems, or attempts to cause damage to any FAA instructional computing resource, or in any way comprise the security of any FAA instructional computing resources
- Upload or post any software on FAA instructional computing resources, including servers, which are not specifically required and approved for course assignments. The instructor of the course must approve all posted materials. Non-approved materials will be removed without notice
- Post any MP3 files, compressed video, or other non-instructional files to any FAA server
- Send or display offensive messages or pictures
- Distribute personal information about yourself or any other student on sites using chats, blogs, social networking, or email
- Arrange a meeting with an online contact without school or parental approval
- Use obscene language
- Harass, insult, or stalk others
- Damage computers, computer systems, or computer networks
- Install software or apps of any kind, or run unapproved apps directly from the internet
- Violate copyright laws
- Use another person’s password or sharing your password with others
- Browse in another person’s folders, work, or files
- Use profiles or any other technology to bypass the school’s filtering, including using other wireless networks such as mobile hotspots, etc.
- Intentionally waste resources
- Use the network for commercial purposes

## **Monitoring**

FAA reserves the right to review any material transmitted using FAA instructional computing resources or posted to an FAA instructional computing resource to determine the appropriateness of such material. FAA may review this material at any time, with or without notice. Email transmitted via FAA instructional computing resources is not private and may be monitored.

## **Network Etiquette**

All uses of FAA instructional computing resources are expected to follow generally accepted rules of network etiquette or netiquette. There are many web sites containing netiquette rules that should be followed. Remember: never send anything in e-mail that you wouldn’t say in person, or that you wouldn’t mind seeing published.



## Security

Security of FAA instructional computing resources is a high priority. Users must abide by the following security rules:

- Users shall not attempt in any way to compromise the security of FAA instructional computing resources
- Users shall report the discovery of any security problem to your instructor or the school administration immediately
- Users shall not share FAA generated User ID or password with anyone, or leave password written where others could find it, or send User ID and password via unencrypted email. Users are responsible for all activity that is associated with their username and password

## Consequences

Failure to abide by the FAA Acceptable Use Policy could result in the following:

- Removal of the user's access to FAA instructional computing resources, which could result in their inability to complete learning activities
- Removal of the user's access to Internet resources
- Suspension or expulsion of student
- Involvement with law enforcement agencies and possible legal action
- Issues will be taken to the Discipline committee

## FAA Indemnification Provision

FAA assumes no responsibility for phone charges, line costs, usage fees, or other connectivity to the Internet. FAA assumes no responsibility for information obtained via the Internet, which may be illegal, defamatory, inaccurate, or offensive. FAA assumes no responsibility for any damages to the user's computer system, Ipad, or any other electronic device.

## Electronic Devices (Cell Phones, Smart Watches, Tablets, etc.)

Cell phones and other personal electronics (i.e. Smart watches or any device that connects to the internet) are **NOT** to be used in the classroom, unless pre-authorized by faculty. It should be turned off or on silent mode while stored away in a designated location by the teacher.

All classrooms have telephones. Students do not need telephones at school during school hours. While they may seem convenient, they are distracting to the learning environment. For high school students cell phone use before or after school hours, between classes and at lunch time is acceptable. If parents need to contact their child during school hours, please call the office.

## Cell Phone Rule Violation

Cell phones are to be used responsibly. They must be put away during class, study hall or chapel unless the teacher gives permission. The consequences for student misuse of electronic devices are:

- First offense—Device will be held by the faculty member. The student may collect the device at the end of the school day.
- Second offense—Device will be held by the school office. The parent must collect the device from the office at the end of the school day.
- Third offense—Device will be held by school administration. The parent must collect the device during a conference with an administrator at the end of the school day.

## **iPad Conduct**

The only approved devices high school students are permitted to use on campus are iPads that have been setup and configured by FAA. These iPads are for educational purposes only. FAA teachers and administration have authorized acceptable textbooks and apps for the iPads. If students are found to misuse their iPads, they could lose the privilege of having an iPad. Students/parents will be responsible to purchase printed copies of the textbooks as well as other necessary supplies. Examples of inappropriate uses include but are not limited to:

- Texting
- Social media
- On-line shopping
- Homework for another class

The teachers have the discretion to decide what is appropriate for their classroom.

Violations for iPad conducts are as follows:

- 1<sup>st</sup> violation- email to parents and loss of iPad privileges for the class period
- 2<sup>nd</sup> violation- Loss of iPad privileges until parents pick up iPad from the office and meet with teacher and principal
- 3<sup>rd</sup> violation-confiscation of iPad and student to purchase necessary textbooks

## **Web Access and Communication**

For students in 3<sup>rd</sup>-12<sup>th</sup> grade, grades are accessible through RenWeb student and parent portals. Parents are encouraged to use this tool at any time to check the grades of their student(s). Go to [www.renweb.com](http://www.renweb.com). Click on **Logins** and select **Parents Web Login**. This district code is **FA-CA**, the login is the parent's email address, and the password is set by the parent/user.

## **MISCELLANEOUS**

### **Driving on Campus**

Student vehicles are permitted on campus, provided the student has a valid driver's license, proof of insurance, registers the car with the office (see front office for a form), and observes safe driving habits. Students who are permitted to have cars on campus must not leave campus during the school day or carry student passengers without specific prior administrative authorization. In addition, students are not permitted to use their vehicles for eating, visiting, or listening to music. Students will lose campus parking privileges for unsafe driving, disrespect of the parking lot rules or supervisors, operating another student's vehicle, or driving in unauthorized areas.

### **Field Trips**

Field trips are approved school functions that are intended for FAA students enrolled in the class. All students are expected to participate. If a student's classroom is going on a field trip and the parents do not choose for them to participate, he/she does not attend school that day. It will be an unexcused absence.

Students participating in school sponsored outings/trips are representing the school and are to follow the policies as stated in this handbook in all areas of dress and conduct. Students may be prohibited from a field trip if concerns exist about behavior, academics, or the current school bill.

Use of electronics will be determined by the teacher and with respect to the Sabbath hours. If used inappropriately, such items will be confiscated by the staff and may be kept until the end of the event. Cell phones, if allowed by chaperone, are to be used for communication with parents or chaperones.

There may be an additional cost for these trips/activities. More detailed information will be sent home as needed through the individual classroom teachers. Any field trip fees will be billed through FACTS.

### **Food on Campus**

Food is not allowed in the high school classroom unless for specific purposes and under supervision of a teacher. Snack bar hours will be during the lunch period. **Students may not order food from off campus to be delivered.**

### **Interscholastic Activities**

Students have the option of participating in after-school interscholastic sports. There is a modest non-refundable fee charged to pay officials and costs associated with the interscholastic sports. As stated in the Central California Conference Office of Education Friendship Games Handbook, students who participate in these activities are expected to conduct themselves in appropriate, Christian behavior. Participants who display inappropriate behavior during games or practice will be subject to disciplinary actions by school administration. Major violations could result in being disqualified from participation in interscholastic activities.

In order to participate in interscholastic activities, including practices, the student must have a completed physical exam prior to attending tryouts/practices/games and not be in good academic standing. Membership and participation is a privilege and may be revoked at any time.

### **Lockers**

The lockers owned and maintained by the school are provided as a convenience to students for storage of books and school supplies. If a locker is used, a combination lock is required and its code must be shared with administration. Lockers should be kept locked at all times; FAA will not assume responsibility for missing items. For safety and respect of the school grounds, the areas around the locker should be kept clean and organized. The school reserves the right to inspect the contents of lockers, book bags, and vehicles at any time, with or without the student present.

### **Lost and Found**

Items such as sweaters, jackets, and lunch boxes are found around the campus on a regular basis. Lost and found items can be turned into and claimed from the Front Office. At the end of each quarter, all unclaimed items may be sold, donated, or discarded. Parents are strongly encouraged to label items with the student's name to expedite the return of items to their owner.

## **Music**

There are three choral groups that meet regularly and will perform a few times each year at area churches, school concerts, and other events as invited: K-4 Choir, Bell Voce (grades 5-8), La Vie (grades 9-12).

Music to be used for any school function must be cleared by administration a minimum of two weeks before its scheduled use.

## **Petitions**

There may be times when students find it necessary to ask for special considerations. In such cases, a petition may be given to the Front Office. Parental signatures must be included before administrative consideration will be given to the petition. Petitions must be turned in prior to the absences/activity. The Administrative Council will review petitions for early dismissal periodically. Any petition representing a school organization must have a sponsor's signature before being submitted for consideration. For pre-arranged absences, please see "Attendance" for more information.

## **Phone Communication**

**To ensure classroom continuity, teachers and students are not to be called during school hours. Parents should not be texting students during school hours and vice-versa. If parents need to contact their students, they must call the office. The front office staff will deliver messages to teachers and students as needed. Students may only use the school telephone with permission from a teacher or office staff member. Student cell phones will be collected at the beginning of each day or, for high schoolers, at the beginning of each class period.**

## **Physical Education**

Sneakers are required for participation. Students in 5th through 12th grades are required to wear FAA P.E. uniforms and must participate to earn credit for each class period.

## **Textbooks**

Textbooks constitute an important resource for the curriculum in all schools including Seventh-day Adventist Schools. However, the textbook is not the only curriculum of the class. The teacher may use readings and other resources in the textbook as only one ingredient for student assignments. In addition, instructors often choose selected materials. This means that the textbook is not the "final authority" on the contents of the subject being taught, but it is one of many classroom resources. Textbooks are to be properly cared for to lengthen the life of the text. Students that lose or damage a book beyond use will be charged the amount to replace the book or associated material that goes with the book (an example of this would be a CD that is part of the textbook).

## **Visitors**

Parents are welcome to visit the school. Upon arrival, please park in visitor parking and proceed to the office to sign in. High school age visitors may visit campus with parents/guardians. High school students currently not attending FAA may visit the campus for a day or portion thereof with prior arrangements provided they have a serious interest in attending FAA the next year. A pre-arranged visitor form, found in the office, must be submitted prior to the visitor attending. These guests are to follow all school regulations.

Parents are asked NOT to make appointments to meet with teachers during instructional school hours.

## **Volunteers & Transportation**

Parents are often needed to help with transportation or chaperone duties. All volunteers need to be fingerprinted through Live Scan, for a background check and complete the Mandated Reporter Training (MRT). Upon completion, the Central California Conference will notify Fresno Adventist Academy of the Live Scan clearance. Each parent needs to email the principal a copy of the MRT certificate as proof of completion. Until then, volunteers may not participate in any volunteer capacity. Those who are willing to drive, need to complete the Volunteer Transportation and Insurance Verification Form and supply the school office with photocopies of a valid driver's license and proof of insurance coverage as required. Volunteer drivers must be the minimum age of twenty-one (21) years of age. No vehicle is to carry more than the official rated load capacity and all passengers must wear seat belts. No double belting is allowed.

Link for the Live Scan: <https://cccsda.app.box.com/v/LiveScanVolunteer>

Link for the Mandated Reporter Training: <https://mandatedreportertraining.com/>

The school administration has the right to accept or reject volunteer drivers based on the information provided and may re-evaluate screened volunteer drivers at any time during the school year. If students and/or parents choose not to use school-provided transportation, then transportation liability is the sole responsibility of the parent or student driver.