



Accredited by the
Accrediting Association of Seventh-day Adventist Schools,
Colleges, and Universities, Inc.

Western Association of Schools and Colleges

National Council for Private School Accreditation

Recognized by the University of California
as an approved college preparatory secondary school

Operated by
Central California Conference of Seventh-day Adventists, Inc.

Student Handbook 2020-2021

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And all thy children shall be taught of the Lord.

Isaiah 54:13

WELCOME

Bakersfield Adventist Academy is a supportive and caring learning community. While a high priority is placed on academic excellence, the primary focus of the school is to encourage students to experience a growing relationship with Jesus, realize their individual worth as children of God, and engage in a lifestyle of service to others.

The Academy has been delivering quality education for 115 years. It is typical for 70% of the students to achieve a GPA of 3.0 or higher. Nearly all graduates go on to college.

The Academy is part of a worldwide educational system of K-12 schools, colleges, and universities including medical schools. In the North American Division more than 8,400 teachers serve nearly 77,000 students in 846 K-12 schools and 15 colleges and universities. Worldwide there are more than a million students in Adventist Education.

BAA places high value on educating the whole person in the balanced development of spiritual, intellectual, social and physical dimensions of life. Ultimately Bakersfield Adventist Academy is committed to providing an environment where students can encounter Jesus and achieve the potential with which He has gifted them.

Bakersfield Adventist Academy is a member of the American Association of Christian Schools International and is recognized as an *All American School*.

MISSION

The mission of Bakersfield Adventist Academy is to educate for eternity.

VISION

The vision is to educate the whole student to thrive spiritually, soar academically, and faithfully serve others.

Those whose hope is in the Lord will renew their strength. They will soar on wings like eagles, they will run and not grow weary, they will walk and not be faint. Isaiah 40:31

CORE VALUES Reflecting the Son, Jesus Christ students will . . .

| | |
|-----------------------|---|
| RESPECT | Respect themselves and others. |
| INNOVATION | Value creative thinking and innovation. |
| DISCIPLE | Grow personally in Jesus by leading others to know Him. |
| JUSTICE | Value perspectives of others and treat all equally. |
| COURAGE | Confidently make good decisions standing for what is right. |
| HEALTH | Care for their minds and bodies, knowing our bodies are God's temple. |
| COMPASSION | Show love to those around them. |
| SUPPORT | Be supportive, courteous, and cooperative. |
| INTEGRITY | Stand for truth, fairness, and trust in both word and action. |
| LEADERSHIP | Lead by being a positive example. |
| RESPONSIBILITY | Be accountable for their choices, learning, and behavior. |
| EXCELLENCE | Do their best. |

HISTORY

The Seventh-day Adventist Church was established in the area in 1894. In 1902 a small, one room school was opened next to the church at the corner of 8th Street and Eye Street with eight students and Mrs. Minnie Miller as teacher. The school became a junior academy in 1940 with the addition of grades nine and ten. With the support of all the Seventh-day Adventist churches in the Bakersfield area grades eleven and twelve were added in 1968 at its present location and the school became Bakersfield Adventist Academy. The Class of 2018 was the 50th graduating high school class.

LOCATION

The Academy is located in East Bakersfield near the 178 freeway between Mt. Vernon Avenue and Oswell Avenue at 3333 Bernard Street.

PHILOSOPHY AND OBJECTIVES

The Seventh-day Adventist Church recognizes God as the ultimate source of existence, truth, and power. In the beginning, God created in His image a perfect humanity, a perfection later marred by sin. Education in its broadest sense is a means of returning human beings to their original relationship with God. The distinctive characteristics of this Adventist worldview, built around creation, the fall, redemption, and re-creation, are derived from the Bible and the inspired writings of Ellen G. White.

The aim of true education is to restore human beings into the image of God as revealed by the life of Jesus Christ. Only through the guidance of the Holy Spirit can this be accomplished. An education of this kind imparts far more than

academic knowledge. It fosters a balanced development of the whole person—spiritual, physical, intellectual and social-emotional—a process that spans a lifetime. Working together, homes, schools, and churches cooperate with divine agencies in preparing learners for citizenship here in this world and for eternity.

SCHOOL-WIDE LEARNING OBJECTIVES

SPIRITUAL

Students will demonstrate growth in their relationship with Christ, biblical knowledge and service to others.

As the body without the spirit is dead so faith without deeds is dead. James 2:26 NKJV

HEALTH

Students will demonstrate knowledge of and practice health and fitness principles.

Glorify God in your body and in your spirit. I Corinthians 6:20 NKJV

ACADEMIC

Students will demonstrate growth in basic life competencies, intellectual curiosity, critical thinking, and problem-solving skills.

Take firm hold of instruction, do not let go. Proverbs 4:13 NKJV

COMMUNITY

Students will contribute to and successfully function in their communities.

Have compassion for one another, love as brothers, be tender-hearted, be courteous. I Peter 3:8 NKJV

EMOTIONAL

Students will demonstrate growth in positive emotional health.

Trust in the Lord with all your heart, and lean not on your own understanding. Proverbs 3:15 NKJV

ADMISSION

Bakersfield Adventist Academy is a Christian school, owned and operated by the Central California Conference of Seventh-day Adventists and is committed to admitting students who have a relationship with Jesus or are open to experiencing a personal relationship with Him and live a Christian lifestyle.

Lifestyle Commitment

Bakersfield Adventist Academy exists to provide a Christ-centered environment where students and staff are challenged to:

- Love and serve their Creator Redeemer
- Value themselves and others
- Respect diversity
- Think critically
- Take responsibility for their choices

Students are accepted and retained who choose the Christian lifestyle and agree to accept the moral responsibility associated with education in a Christ-centered school whether on or off campus. It is hoped that adherence to this commitment while at the school will extend beyond the years spent at B.A.A. to become a lifetime committed to the eternal principles of honor, integrity, and morality.

The word honor is defined as a keen sense of right and wrong and adherence to action or principles considered right. The word integrity is defined as the quality or state of being of sound moral principles; uprightness, honesty, and sincerity. The word moral is defined as capable of making the distinction between right and wrong in conduct.

Students are required to sign the following pledge:

As a student of Bakersfield Adventist Academy, I pledge to support the administration's efforts to provide a positive, safe and orderly environment by promising to read, to become familiar with, and to follow the policies outlined in the *Student Handbook*. I also pledge to choose to be a student who both on and off campus:

- Seeks to develop physical, mental and spiritual energies to serve and honor God
- Respects and protects the rights of all people
- Practices principles of honesty, integrity, and morality
- Pledges to make consistent and lasting progress toward achieving my highest academic potential
- Refuses to use or support the use of tobacco, alcohol, or other drugs
- Endeavors to influence and assist fellow students in supporting these ideals.

NON-DISCRIMINATION POLICY

As a member of the Central California Conference school system, Bakersfield Adventist Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Bakersfield Adventist Academy makes no discrimination on the basis of race, color, ethnic origin or gender in administration of it educational policies, admissions policies, scholarship and or loan programs, and extracurricular programs.

APPLICATION FOR ADMISSION

- Complete the application and send it to the attention of: Registrar, 3333 Bernard St., Bakersfield, CA 93306
- Provide a copy of the most recent transcript or report card.
- Students new to BAA with previous school experience should forward three recommendations to be completed by a teacher, principal, pastor or family friend who is not a relative.

ADMISSIONS COMMITTEE EVALUATION

Once the application, recommendations, and grade report have been received the Admissions Committee will meet to review the application. Applicants will be notified by phone followed by an official letter as soon as a decision has been reached.

After being accepted additional forms and documents must be sent to the registrar including:

- Immunization/Vaccine Record
- Birth certificate
- Copy of Social Security card
- Emergency Consent Form

MEDICAL EXAMINATIONS

New students are required to have a physical examination by a private physician (or show that appointment has been made) within 2 weeks of the starting date of school. Physical examination forms are available in the school office.

Physical examinations are required of all students as follows:

- Upon entering school for the first time.
- At grade 7. This shall include a scoliosis examination.
- At least once in grades 9 through 12.
- At other grade levels when required by the California Office Conference Office of Education.

A physical examination shall be considered current, except scoliosis examination, if taken not more than twelve months prior to any of the above dates. The report must be submitted to the school with a copy of the student’s current immunization record.

GRADES K-12 IMMUNIZATIONS

To enter or transfer into public and private elementary and secondary schools (grades K – 12), children under age 18 years must have immunizations as required by California Law and the Kern County Health Department. All students entering grades 7 through 12 are required to provide proof of a Tdap shot before starting school.

Immunizations required per Kern County Health Department/California Law:

| Immunizations | Kindergarten | 7 th grade Booster | Grades 7-12 Booster |
|------------------------------------|--------------|-------------------------------|---------------------|
| Polio | X | | |
| Diphtheria, Tetanus, and Pertussis | X | X | X |
| Measles, Mumps, Rubella (MMR) | X | X | |
| Hepatitis B | X | X | |
| Varicella | X | X | |

Proof of immunization is required for entry to the elementary and secondary school and must be presented to the school office when the student initially registers.

Health records will be requested from the previous school when a student transfers to BAA.

FINANCIAL ARRANGEMENTS

Parents need to arrange a financial payment plan with the business office. The registration fee must be paid in advance of starting school.

UNPAID ACCOUNTS FROM ANOTHER SCHOOL

A student who applies for admission but who has an unpaid account at a previously attended Seventh-day Adventist school must make satisfactory arrangements for payment with the former school before being enrolled.

CRITERIA FOR ACCEPTING TRANSFER STUDENTS

Prior to accepting a transfer student from another school, home school, charter school, or an informal type educational setting, the following is to be evaluated:

- Prior school performance as evidenced by cumulative records, report cards, and conversations with personnel of the previous school attended.
- Age, physical and social development.
- Student's and parents' attitude toward the Seventh-day Adventist Church and Adventist education.
- Willingness to cooperate with the policies of Bakersfield Adventist Academy.
- Performance on a standardized achievement and/or readiness test(s).

SPECIAL EDUCATION AND DISABILITIES

Bakersfield Adventist Academy may be unable to serve students who have serious educational, physical or social disabilities that would require special staff or equipment. If a special needs student is accepted, a waiver must be signed by parents acknowledging that the school may be unable to meet the identified needs of their student. Students with Individual Educational Plans may be admitted with the understanding that B.A.A. may not be able to provide some accommodations.

Teachers are committed to helping every student succeed. During the course of a school year teachers may observe students with significant academic and other challenges. Teachers' observations and available data are documented to consider the next steps in meeting the student's needs. Administration, teachers, and parents collaborate to explore the most effective accommodations and may recommend testing through the local school district. Parents may request testing directly with their local school district.

When testing is recommended:

- Teachers provide the school district with documentation of student performance including attendance records.
- Parents receive a form from the school district to authorize testing. The form must be signed by a parent prior to any testing.
- Testing is typically administered on campus by the school district during school hours.
- Following testing, personnel from the school district prepare a report that may detail additional accommodations and offer special educational services.
- Personnel from the school district, administration, teacher(s), and parent(s) meet to review the report and parents consider the options presented. I.E.P's are signed by all present personnel. The school district details goals and accommodations.
- The teacher, parents, and administration document agreed upon goals and accommodations that will be implemented for the student at Bakersfield Adventist Academy.
- Progress toward the goals and accommodations will be documented quarterly.
- The school district reviews I.E.P's on campus on an annual basis in collaboration with teacher(s), parent(s), and administration.

CLASS SCHEDULES AND BOOKS

High school students will need to meet with the school registrar to select their classes. The cost of books is not included in tuition. Books may be purchased online through **dealoz.com**, or other sites. The book list is available in the school office.

SENIOR CONTRACT

Prior to registration, seniors and their parents meet with the registrar to discuss successful completion of the senior year. Graduation requirements, credits earned, class schedule and other issues related to the Senior year will be reviewed and clarified. The student, parent and registrar will sign the Senior Contract at that time.

ORIENTATION

New students receive orientation for school policies and procedures from administration, staff and fellow students.

VOLUNTEERS

Achieving school-wide goals requires a community wide effort. Volunteers play a vital role in meeting the needs of our students. Volunteers serve as room parents, food service assistants, teachers' assistants, office assistants, accompanists, coaches, drivers, chaperones, and also help with landscaping and maintenance. The school is blessed to have many who regularly partner with the school. Volunteers must complete the volunteer application available in the school office. Background screening and clearance is required prior to participating in school activities.

PARTNERING WITH PARENTS

Education is enhanced by involving parents and families in their students' school. Partnering with teachers, Home and School, staff, and administration ensures a united effort for our students and school family. Each school family is invited to complete 20 hours of volunteer service to B.A.A. each year. Extended family and friends may also volunteer. All volunteers who are in contact with B.A.A. students must complete the volunteer application and complete the required screening before volunteering on or off campus for school activities.

PARENT UNIVERSITY

Eight presentations are offered throughout the school year just for parents. Parents participating in a minimum of six presentations receive a \$200 credit at the end of the school year.

SCHOOL HOURS

DAILY SCHEDULE

| Grades | Start time Mon.–Fri. | Dismissal Time Mon.-Thur. | Dismissal Friday |
|--------------|----------------------|---------------------------|------------------|
| Kindergarten | 8:00 a.m. | 2:30 p.m. | 12:00 p.m. |
| 1 - 2 | 8:00 a.m. | 2:30 p.m. | 12:00 p.m. |
| 3 – 8 | 8:00 a.m. | 3:15 p.m. | 12:00 p.m. |
| 9 -12 | 8:00 a.m. | 3:30 p.m. | 12:12 p.m. |

FOG DAY SCHEDULE

School will begin at the regular time. Students and parents are encouraged to choose safety over being on time during foggy weather. A student who arrives late due to fog-related unsafe driving conditions must bring a written note so the tardy or absence can be excused.

CO-CURRICULAR ACTIVITIES

DAILY WORSHIP, CHAPELS, AND ASSEMBLIES

In an effort to encourage students to seek a closer relationship with God, worship/chapel is conducted each day. Chapel is a time for music, prayer, and devotionals given by community leaders as well as staff and students. General announcements are also made at this time. A variety of assemblies are held throughout the year. Textbooks and other materials are to be left in the classroom or in lockers during chapels and assemblies.

ASSOCIATED STUDENT BODY (ASB)

The student association's goal is to offer a variety of quality activities throughout the year, as well as to give an opportunity for students to develop leadership skills. The ASB seeks to interest students in school affairs and provide the student body a voice through its representatives in the Student Senate as an important part of student government. The student body elects ASB officers at the end of each school year for a one-year term, serving the following school year.

CLASS ORGANIZATIONS

Each class elects officers every school year. A sponsor is assigned to each class. Class meetings are not considered official unless a sponsor is present. Students are required to meet with their respective classes bimonthly to discuss business and plan future events. Classes are encouraged to lead out in school events.

NATIONAL HONOR SOCIETY & NATIONAL JUNIOR HONOR SOCIETY

National Honor Societies honor students who exemplify excellence in the areas of scholarship, leadership, service, character, and citizenship. Students may apply for acceptance into NJHS (grades 6-9) and NHS (grades 10-12) at the end of the first semester. The induction ceremony is conducted in the second semester.

ELIGIBILITY TO HOLD OFFICE

Students elected to class, club, and ASB offices will be recognized as loyal and whole-hearted supporters of the ideals of Christian education and will be known for faithfulness to the principles of Christian living. A student may hold a maximum of one major office or two minor offices at any one time. Positions considered major office are yearbook or school paper editor, the president of a class or organization, and the vice -presidents of the Associated Student Body, (ASB). Minor offices shall be all other offices of classes or organizations. A minimum GPA of 2.0 is required to hold a minor office. A GPA of 2.5 is required for major offices. Eligibility requirements must be met to be considered for election to an office. Anyone on academic, attendance, or citizenship probation is ineligible. Any officer whose GPA falls below the minimum or who is placed on attendance or citizenship probation cannot function as an officer until the probation is lifted. An officer who remains on probation for more than one 4 ½ week grading period will forfeit the office for the remainder of the school year.

VARSITY SPORTS

The following major sports may be offered:

- Fall Flag Football, Volleyball
- Winter Basketball
- Spring Softball, Soccer, Track and Field

SPORT ELIGIBILITY REQUIREMENTS

Enrollment:

- To be eligible to participate in the varsity sports program, a student must be enrolled at Bakersfield Adventist Academy.

Academics:

- Students must maintain a minimum 2.0 GPA and no "F's" to be eligible to participate in the sports program.
- Eligibility is based on 4 ½ week grades.

- Students will present a “tryout pass” to the coach issued from the office verifying that they have a 2.0 GPA and no “F’s”.
- Students will be allowed to take a summer course to raise their GPA in order to be eligible the next school year. Credit is granted only by prior approval by the Curriculum Committee.

Attendance:

- Students who are placed on attendance probation are not eligible to participate in the sports program until the probationary period has ended.

Citizenship:

- A varsity member will not be eligible to participate in varsity competition while serving a suspension.
- Any further suspensions will result in loss of varsity membership for the quarter.

ACADEMICS

ACADEMIC PLACEMENT FOR ELEMENTARY STUDENTS

KINDERGARTEN

Students must be at least five years of age by September 1 to be admitted to kindergarten. Experience has shown that a child who has reached this developmental age by the beginning of the school year is usually a good candidate for a positive experience in school. A developmentally younger child is frequently frustrated by the need to perform tasks that are not yet comfortable for him. The staff will do its best to provide a positive, happy experience for each child.

GRADES 1-8

A new student who is entering BAA elementary at a level other than kindergarten will be evaluated by the classroom teacher using a grade-appropriate test. A study team will determine the grade placement in consultation with the parents.

ELEMENTARY ACCELERATION

A student may accelerate when it has been agreed to be in the best interest of the child by the student, teacher, principal, parent(s), and the CCC Office of Education. The decision is based on test scores, daily work, social development, and readiness to take on the challenges of the next grade. The student will complete the requirements for both grades. When it has been determined that a student will accelerate, all necessary forms are due at the CCC Office of Education on or before the date in its published schedule.

RETENTION

A student may be retained in the same grade for a second year when it has been deemed to be in the best interest of the student by the teacher, principal, parent(s) and the CCC Office of Education. The decision for retention will be based on the student’s performance at the current grade level, scores on the most recent standardized achievement test, results from the Light’s Retention Scale, and any advisable reasons that retention seems necessary. If it has been determined that a student will be retained, all necessary forms are due at the CCC Office of Education on or before the date in its published schedule.

EIGHTH GRADE COMPLETION REQUIREMENTS

The required subject areas for the completion of the eighth grade are:

- Religion/Bible
- Mathematics
- Language Arts (English, Handwriting, Spelling, Composition)
- Reading
- Physical Education
- Science-Health
- Social Studies
- Fine Arts
- Computer Literacy/Keyboarding

ACADEMIC PLACEMENT FOR HIGH SCHOOL

Upon entering his/her secondary education experience, a student will be classified as:

- Freshman**—for the entire first year
- Sophomore**—after completing 65 semester units of credit with passing grades
- Junior**—after completing 130 semester units of credit with passing grades
- Senior**—after completing 195 semester units of credit with passing grades when registered for the appropriate courses necessary to graduate from BAA

ACADEMIC LOAD

A student is expected to maintain a full schedule of classes based on the current curriculum. The school reserves the right to adjust the student's program if necessary.

FULL TIME STATUS

Freshmen, Sophomores and Juniors need to take a minimum of 65 units in order to maintain full-time status.

Seniors must have completed the necessary requirements for graduation and take a minimum of 30 units to maintain full time status.

MINIMUM PROFICIENCY REQUIREMENTS

All students receiving a diploma from Bakersfield Adventist Academy must meet the minimum proficiency requirements as established by the Board of Directors. Areas specifically tested are math, reading, and language skills. The Iowa Assessments achievement test is used as a baseline to establish the student's grade level score. This test is given during the fall of each school year. Minimum proficiency for high school math, reading and language is grade equivalent of 9.0.

ADDING/DROPPING CLASSES

- All program changes must be made at the Registrar's Office by the end of the first week of a semester.
- An add/drop voucher must be obtained from the Registrar's Office and completed.
- Approval must be obtained from all teachers involved, the parents, the principal, and the registrar before any class change will take place. The student will be expected to make up missed work to receive full credit for an added class. Students must continue attending class(es) until the process for dropping the class(es) is completed.
- Lab fees are not refundable when any class is dropped after the first week of the semester.

CORRESPONDENCE/OUTSIDE CREDITS

Credit for correspondence and other courses not offered at BAA is granted only with prior approval of the Curriculum Committee. Students are expected to take courses offered at BAA but occasionally take other courses due to schedule conflicts or other issues. Students taking summer school for credit are encouraged to take enrichment courses not offered at BAA. Courses must be approved two weeks before the class begins, in accordance with Pacific Union Conference Education Code policy. Contact the registrar for more information and the request form. Seniors taking approved correspondence work needed to complete requirements for graduation must have the course(s) completed by April 15. All documentation must be received by the registrar prior to May 15 in order to participate in graduation exercises.

TRANSCRIPTS

Transcripts of the student's work will be sent to the college(s) requested by the graduating student. The first transcript is free. Additional transcripts are \$5.00 each. Expedited transcripts are sent with a charge of \$25.00.

ADVISORS

Students are assigned an advisor to assist with academic and personal counseling.

GUIDANCE

The purpose of the guidance program is to help each student achieve the highest growth spiritually, emotionally, socially and physically. This is accomplished in several ways:

- By helping new students feel at home in our school with new teachers and friends.
- By individual conferences whenever a student, a teacher, or the advisor deems it necessary.
- Through mentoring that recognizes and encourages student success.
- Through a testing program designed to help the student learn as much as possible about his/her potential. The counselor/advisor welcomes the opportunity to talk with any student, parent, or teacher.

HIGH SCHOOL ACCELERATION

A student may complete a four-year program in three years under this program policy:

Qualifications:

- Composite score at the 90th percentile or above on the Iowa Tests of Educational Development. (ITED).
- Cumulative GPA of 3.50 or above.
- Demonstrate initiative, responsibility, self-control, adequate social adjustment and emotional maturity.

Procedure:

- Submit a written request to the Curriculum Committee toward the end of the Freshman year including the following:
 - a. Reason for desiring acceleration.
 - b. Suggested program for completing the requirements.
 - c. Written consent of parents or guardian.
 - Upon preliminary approval by the Curriculum Committee, meet with the registrar to develop a formal program of completion.
 - The student's program will be reviewed at the end of the first semester of the sophomore year. If the student is maintaining all qualifications as stated above, he/she will be granted final approval and will be considered a junior for the second semester.

- A student on the accelerated program must complete all the requirements for graduation as approved by the registrar.
- An accelerated student must complete 10 units of religion for each year enrolled in a Seventh-day Adventist school.
- If at any time the student does not meet the above criteria, he/she will be asked to resume the regular four-year curriculum.

Note: It is possible that an accelerating student may not qualify for entrance at some colleges.

GRADING POLICY

The elementary school year is divided into four quarters. The high school year is divided into two semesters of two nine-week quarters. Progress reports are sent to parents in the middle and end of each quarter. Grade reports are sent to parents at the end of each grading period. Semester grades are the only grades recorded on a high school student's transcript.

Grades and grade-point averages (GPA's) are based on the following standards:

| GRADE | % | GPA | GRADE | % | GPA |
|-------|--------|------|-------|------------|------|
| A | 93-100 | 4.0 | C- | 70-72 | 1.67 |
| A- | 90-92 | 3.67 | D+ | 67-69 | 1.33 |
| B+ | 87-89 | 3.33 | D | 63-66 | 1.0 |
| B | 83-86 | 3.0 | D- | 60-62 | 0.67 |
| B- | 80-82 | 2.67 | F | 0-59 | 0.0 |
| C+ | 77-79 | 2.33 | I | Incomplete | 0.0 |
| C | 73-76 | 2.0 | P | Pass | N/A |

Teachers update student progress by Monday morning each week. Grades are posted according to the dates on the school calendar. Student progress and grades are available 24/7 through an online service. Parents and students are given usernames and passwords to access student progress, grades and other information.

HONOR CLASSES GPA SCALE

Honor classes are calculated on a 5.0 scale: A=5, B=4, C=3. Honor class points are not awarded for a grade of D or F.

INCOMPLETES

An incomplete is given only for cases in which the student has not been able to complete assignments because of illness, emergency, or by pre-arrangement. An incomplete on the report card becomes an "F" four weeks from the date it is issued. Make-up work is the complete responsibility of the student.

PASS/FAIL GRADES

A pass grade is granted for pass/fail and challenged courses, such as charter or home school courses.

HONOR ROLL

An honor roll is published at the end of each quarter.

| | |
|------------------|-----------------|
| Principal's List | 3.75 and higher |
| High Honors | 3.50-3.74 |
| Honor Roll | 3.00-3.49 |

DIPLOMAS

Graduates will receive either a basic or advanced diploma. Students choosing either the basic or advanced diploma should carefully check the requirements of the college or university they plan to attend to make sure they meet minimum entry requirements.

Basic: The basic diploma requires a minimum of 240 units of credit for graduation. The basic diploma may be accepted by most colleges for entrance (not the University of California a-g requirements). Check individual college requirements carefully.

Advanced: The advanced diploma requires a minimum of 280 units of credit for graduation. The advanced diploma requires more mathematics and science credits with C or better grades to fulfill University of California. a-g entrance requirements. Advanced diploma students must also complete a Senior Project.

Diplomas are issued when all course work is completed and the student's account is paid in full at all SDA schools the student has attended.

NOTE: No student will be allowed to participate in the graduation services or receive a diploma without completing the minimum graduation requirements.

GRADUATION REQUIREMENTS

A diploma is granted to a student who:

- Has been in attendance for at least the final semester of the school year in which he/she graduates.
- Meets the minimum proficiency requirements.
- Has completed in a satisfactory manner the following course work:

| Course | Semester Periods | |
|---|------------------|------------|
| | Basic | Advanced |
| Religion* | 40 | 40 |
| Computer Applications | 5 | 5 |
| English | 40 | 40 |
| Fine Arts | 5 | 5 |
| Health | 5 | 5 |
| Life Skills | 5 | 5 |
| Mathematics | 20 | 30 |
| Physical Education | 30 | 30 |
| Science | 20 | 40 |
| American Government | 5 | 5 |
| Economics | 5 | 5 |
| American History | 10 | 10 |
| Work Experience (100 clock hours) | 5 | 5 |
| World History/Geography | 10 | 10 |
| Foreign Language | 10 | 20 |
| Electives | 25 | 25 |
| Community Service (25 clock hours per year) | -- | -- |
| | 240 | 280 |

*For every semester in a non-SDA school, 5 units of elective credit may replace 5 units of religion credit.

GRADUATION HONORS

| | |
|--|------------------------|
| Personalized stole with "Highest Honors" | GPA of 4.00 and higher |
| Gold Cord | GPA of 3.50-4.00 |
| Red Cord | GPA of 3.00-3.49 |

PROGRESS REPORTS

Teachers regularly update the online FACTS Gradebook. All teachers are expected to update students' grades weekly at a minimum, making updated progress available to students and parents by Thursday morning.

FACTS ONLINE GRADE REPORTS

Students and parents can access student progress online by creating an account. First enter the following url:
<https://logins2.renweb.com/logins/ParentsWeb-Login.aspx>

You will see FACTS Family Portal Login as seen here. Click on "Create New Family Portal Account" and follow the prompts to create your personal account. When prompted enter District Code: BK-CA and the email account you provided on the student application. You will create your personal password and then login into the Family Portal using District Code: BK-CA, the user name (email address) and password you created. If you are unable to create a Family Portal Account contact the school office for assistance at 661.871.1591.

GOGUARDIAN

Internet and computing capabilities are available through the school-wide network. Filtering is installed to provide a safe environment for students to access the Internet on campus. An additional layer of filtering and management is deployed with GoGuardian for school Chromebooks to monitor student activity online, filter content, and alert teachers when students are off task, are attempting to access unauthorized or inappropriate sites or content. Teachers can schedule and direct access to assigned sites and tasks at specific times to focus on learning and avoid time-wasting online activities. For distance learning, Parents may have access to GoGuardian to monitor student activity on school Chromebooks.

The screenshot shows the FACTS Family Portal Login interface. At the top right is the FACTS logo, labeled 'A netnet COMPANY'. The main heading is 'Family Portal Login'. Below this are three input fields: 'District Code' (containing 'BK-CA'), 'User Name', and 'Password (case-sensitive)'. Each input field has a small L-shaped cursor icon to its right. Below the password field is a link for 'Forgot User Name/Password?'. There are three buttons: 'Parent', 'Student', and 'Staff'. Below these is a 'Login' button. At the bottom left is a link for 'Create New Family Portal Account' with an L-shaped cursor icon to its right.

COURSE OF STUDY

| |
|----------------------|
| BASIC DIPLOMA |
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|-------------------------|
| ADVANCED DIPLOMA |
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|---|--------------------------|--|--------------|----|-------------|----|-----------------------|----|----------------------|----|----------------------|----|--------------------|-----------|---|--------------------------|---------------------|-------------|--|--------------------------|--|--------------------------|----|-------------|----|------------------|----|-------------------------|----|------------------------|----|---------------------|-----------|------------------|----|-----------------------|---|---------------------|----|--------------------|-----------|
| <p>Grade 9</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Community Service 25 hrs</td><td></td></tr> <tr><td>Religion I</td><td style="text-align: right;">10</td></tr> <tr><td>English I</td><td style="text-align: right;">10</td></tr> <tr><td>World Hist./Geography</td><td style="text-align: right;">10</td></tr> <tr><td>Mathematics Elective</td><td style="text-align: right;">10</td></tr> <tr><td>Physical Education I</td><td style="text-align: right;">10</td></tr> <tr><td>Physical Science</td><td style="text-align: right;">10</td></tr> <tr><td>Health</td><td style="text-align: right;">5</td></tr> <tr><td>Electives of Choice</td><td style="text-align: right;">5</td></tr> <tr><td>Total Units</td><td style="text-align: right;">70</td></tr> </table> | Community Service 25 hrs | | Religion I | 10 | English I | 10 | World Hist./Geography | 10 | Mathematics Elective | 10 | Physical Education I | 10 | Physical Science | 10 | Health | 5 | Electives of Choice | 5 | Total Units | 70 | <p>Grade 9</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Community Service 25 hrs</td><td></td></tr> <tr><td>Religion I</td><td style="text-align: right;">10</td></tr> <tr><td>English I</td><td style="text-align: right;">10</td></tr> <tr><td>World History/Geography</td><td style="text-align: right;">10</td></tr> <tr><td>Algebra I or II</td><td style="text-align: right;">10</td></tr> <tr><td>Physical Education</td><td style="text-align: right;">10</td></tr> <tr><td>Physical Science</td><td style="text-align: right;">10</td></tr> <tr><td>Health</td><td style="text-align: right;">5</td></tr> <tr><td>Electives of Choice</td><td style="text-align: right;">10</td></tr> <tr><td>Total Units</td><td style="text-align: right;">75</td></tr> </table> | Community Service 25 hrs | | Religion I | 10 | English I | 10 | World History/Geography | 10 | Algebra I or II | 10 | Physical Education | 10 | Physical Science | 10 | Health | 5 | Electives of Choice | 10 | Total Units | 75 |
| Community Service 25 hrs | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Religion I | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| English I | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| World Hist./Geography | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mathematics Elective | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Physical Education I | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Physical Science | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Health | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Electives of Choice | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Units | 70 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Community Service 25 hrs | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Religion I | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| English I | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| World History/Geography | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Algebra I or II | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Physical Education | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Physical Science | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Health | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Electives of Choice | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Units | 75 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Grade 10</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Community Service 25 hrs</td><td></td></tr> <tr><td>Religion II</td><td style="text-align: right;">10</td></tr> <tr><td>English II</td><td style="text-align: right;">10</td></tr> <tr><td>Mathematics Elective</td><td style="text-align: right;">10</td></tr> <tr><td>Physical Education</td><td style="text-align: right;">10</td></tr> <tr><td>Biology I</td><td style="text-align: right;">10</td></tr> <tr><td>Spanish I</td><td style="text-align: right;">10</td></tr> <tr><td>Computer Applications</td><td style="text-align: right;">5</td></tr> <tr><td>Electives of Choice</td><td style="text-align: right;">5</td></tr> <tr><td>Total Units</td><td style="text-align: right;">70</td></tr> </table> | Community Service 25 hrs | | Religion II | 10 | English II | 10 | Mathematics Elective | 10 | Physical Education | 10 | Biology I | 10 | Spanish I | 10 | Computer Applications | 5 | Electives of Choice | 5 | Total Units | 70 | <p>Grade 10</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Community Service 25 hrs</td><td></td></tr> <tr><td>Religion II</td><td style="text-align: right;">10</td></tr> <tr><td>English II</td><td style="text-align: right;">10</td></tr> <tr><td>Algebra II or Geometry</td><td style="text-align: right;">10</td></tr> <tr><td>Physical Education</td><td style="text-align: right;">10</td></tr> <tr><td>Biology I</td><td style="text-align: right;">10</td></tr> <tr><td>Spanish I</td><td style="text-align: right;">10</td></tr> <tr><td>Computer Applications</td><td style="text-align: right;">5</td></tr> <tr><td>Electives of Choice</td><td style="text-align: right;">5</td></tr> <tr><td>Total Units</td><td style="text-align: right;">70</td></tr> </table> | Community Service 25 hrs | | Religion II | 10 | English II | 10 | Algebra II or Geometry | 10 | Physical Education | 10 | Biology I | 10 | Spanish I | 10 | Computer Applications | 5 | Electives of Choice | 5 | Total Units | 70 |
| Community Service 25 hrs | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Religion II | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| English II | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mathematics Elective | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Physical Education | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Biology I | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Spanish I | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Computer Applications | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Electives of Choice | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Units | 70 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Community Service 25 hrs | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Religion II | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| English II | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Algebra II or Geometry | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Physical Education | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Biology I | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Spanish I | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Computer Applications | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Electives of Choice | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Units | 70 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Grade 11</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Community Service 25 hrs</td><td></td></tr> <tr><td>Religion III</td><td style="text-align: right;">10</td></tr> <tr><td>English III</td><td style="text-align: right;">10</td></tr> <tr><td>American History</td><td style="text-align: right;">10</td></tr> <tr><td>Science Elective</td><td style="text-align: right;">10</td></tr> <tr><td>Fine Arts Elective</td><td style="text-align: right;">5</td></tr> <tr><td>Physical Education</td><td style="text-align: right;">10</td></tr> <tr><td>Work Experience</td><td style="text-align: right;">5</td></tr> <tr><td>Total Units</td><td style="text-align: right;">60</td></tr> </table> | Community Service 25 hrs | | Religion III | 10 | English III | 10 | American History | 10 | Science Elective | 10 | Fine Arts Elective | 5 | Physical Education | 10 | Work Experience | 5 | Total Units | 60 | <p>Grade 11</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Community Service 25 hrs</td><td></td></tr> <tr><td>Religion III</td><td style="text-align: right;">10</td></tr> <tr><td>English III</td><td style="text-align: right;">10</td></tr> <tr><td>American History</td><td style="text-align: right;">10</td></tr> <tr><td>Chemistry</td><td style="text-align: right;">10</td></tr> <tr><td>Algebra II or Geometry</td><td style="text-align: right;">10</td></tr> <tr><td>Electives of Choice</td><td style="text-align: right;">5</td></tr> <tr><td>Spanish II</td><td style="text-align: right;">10</td></tr> <tr><td>Work Experience</td><td style="text-align: right;">5</td></tr> <tr><td>Physical Education</td><td style="text-align: right;">10</td></tr> <tr><td>Total Units</td><td style="text-align: right;">80</td></tr> </table> | Community Service 25 hrs | | Religion III | 10 | English III | 10 | American History | 10 | Chemistry | 10 | Algebra II or Geometry | 10 | Electives of Choice | 5 | Spanish II | 10 | Work Experience | 5 | Physical Education | 10 | Total Units | 80 |
| Community Service 25 hrs | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Religion III | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| English III | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| American History | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Science Elective | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fine Arts Elective | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Physical Education | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Work Experience | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Units | 60 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Community Service 25 hrs | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Religion III | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| English III | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| American History | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Chemistry | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Algebra II or Geometry | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Electives of Choice | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Spanish II | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Work Experience | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Physical Education | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Units | 80 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Grade 12</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Community Service 25 hrs</td><td></td></tr> <tr><td>Religion IV</td><td style="text-align: right;">10</td></tr> <tr><td>English IV</td><td style="text-align: right;">10</td></tr> <tr><td>American Govt.</td><td style="text-align: right;">5</td></tr> <tr><td>Economics</td><td style="text-align: right;">5</td></tr> <tr><td>Electives of Choice</td><td style="text-align: right;">10</td></tr> <tr><td>Total Units</td><td style="text-align: right;">40</td></tr> </table> | Community Service 25 hrs | | Religion IV | 10 | English IV | 10 | American Govt. | 5 | Economics | 5 | Electives of Choice | 10 | Total Units | 40 | <p>Grade 12</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Community Service 25 hrs</td><td></td></tr> <tr><td>Religion IV</td><td style="text-align: right;">10</td></tr> <tr><td>English IV</td><td style="text-align: right;">10</td></tr> <tr><td>American Govt.</td><td style="text-align: right;">5</td></tr> <tr><td>Economics</td><td style="text-align: right;">5</td></tr> <tr><td>Physics</td><td style="text-align: right;">10</td></tr> <tr><td>Fine Arts Elective</td><td style="text-align: right;">5</td></tr> <tr><td>Electives of Choice</td><td style="text-align: right;">10</td></tr> <tr><td>Total Units</td><td style="text-align: right;">55</td></tr> </table> | Community Service 25 hrs | | Religion IV | 10 | English IV | 10 | American Govt. | 5 | Economics | 5 | Physics | 10 | Fine Arts Elective | 5 | Electives of Choice | 10 | Total Units | 55 | | | | | | | | |
| Community Service 25 hrs | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Religion IV | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| English IV | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| American Govt. | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Economics | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Electives of Choice | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Units | 40 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Community Service 25 hrs | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Religion IV | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| English IV | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| American Govt. | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Economics | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Physics | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fine Arts Elective | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Electives of Choice | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Units | 55 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Total Units needed for Basic: 240 Units</p> | | <p>Total Units needed for Advanced: 280 Units</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

ELECTIVES (Not all electives are offered every year).

| | | | |
|----------------------|------------------|------------------------|----------------------|
| Fine Arts | Math | Health Science | Science |
| Art 5 | Pre-Algebra 10 | 5 | Anat. & Phys.* 10 |
| Band 5 | Algebra II 10 | Dentistry | Chemistry 10 |
| Choir 5 | Consumer Math 10 | Emergency Medical Tech | Physics 10 |
| Hand bells 5 | Geometry 10 | Nursing | Physical Science 10 |
| Drama 5 | Pre-Calculus 10 | Ophthalmology | |
| Photography 5 | | Sports Medicine | |
| | | Therapeutic Services | |
| Communication | Language | Life Skills | Religion |
| Yearbook 10 | Spanish II 10 | Life Skills 5 | Experiencing Jesus 5 |
| Newspaper 5 | Spanish III 10 | Accounting 5 | |

*Honors Courses

COURSE DESCRIPTIONS

RELIGION

Religion I - Using the Bible as the source of truth, big picture spiritual concepts are studied. Personal reasons for faith, lifestyle choices, and ethical decision-making, are explored and developed all the while nurturing interpersonal relationships, service to others and a life-long relationship with Jesus Christ that transforms students' lives. **10 credits**

Religion II - Studies the story of God's called-out people in the books of Exodus, Numbers, and through the inter-testament period: the New Testament church and the Corinthian letters; and through the beginnings of the Seventh-day Adventist church. Emphasis is given to practical Christian living throughout the year's study. **10 credits**

Religion III – Studies of the role of the Bible in the history of Christianity, prophecies in the books of Daniel—Jesus as Sovereign King, and Revelation—Jesus as Conqueror, and the history of the Adventist church and how God equips us to share the gospel. Emphasis is given to practical Christian living throughout the year's study. **10 credits**

Religion IV – Studies of biblical beliefs and world religions, worldviews—ethics and morality, God's ideal in relationships, and Jesus in the gospel of John. Emphasis is given to practical Christian living throughout the year's study. **10 credits**

Experiencing Jesus – A study of the life and character of Jesus with the ultimate goal of sharing and reflecting Jesus.

BUSINESS EDUCATION

Computer Applications teaches skills in word processing and publishing, presentations, and spreadsheets. **10 credits**

ENGLISH

English I is an introduction to the basic concepts of American English grammar and vocabulary. Use of the library and the dictionary is taught. A beginning understanding and appreciation of literature is developed through selected reading assignments. Writing exercises expand the ability to write clear, concise sentences and cohesive paragraphs. **10 credits**

English II covers the development of the basic concepts of American English grammar with particular emphasis on advanced sentence structure and paragraph structure. Emphasis is placed on standards for choosing reading material, improvement of reading skills, and the practical application of communication skills through vocabulary drill and speech making. Beginning research application is taught through expository and persuasive writing. **10 credits**

English III includes basic speech skills and further skill development in sentence and paragraph structure and in vocabulary word building. It includes the writing of poetry and short stories (the practical application of communication skills and American literature). Research application is developed through the writing of a research paper. **10 credits**

English IV teaches English literature and advanced writing skills, including advanced research paper techniques and the practical application of communication skills. There is continued emphasis upon vocabulary expansion. **10 credits**

Yearbook students create the schools yearbook developing and using skills in writing, editing, photography, layout, fundraising, and publishing. **5 credits**

ART

Introduction to Art is an exploratory course in the study of art fundamentals and a survey of different medias used. Art fundamentals include art appreciation, careers, art critique, art history, and the elements and principles of design. The media surveyed will include drawing, painting, sculpture, graphics, and commercial art. While the mastery of artistic skill is not required, effort and a familiarity with the concepts and terms introduced in this course are required. **10 credits**

MATHEMATICS

Algebra I covers the standard first-year topics including the structure of the real number system and its behavior under standard operation; manipulation of algebraic expressions; quadratic equations; the Cartesian co-coordinate system and the line; percentage problems, and systems of equations. Problem solving is emphasized. (Pre-requisite: acceptable score on algebra aptitude test or permission of the instructor.) **10 credits**

Algebra II is an extension of Algebra I with a greater degree of abstraction and more difficult exercises. Coordinate algebra, complex numbers, and logarithmic and trigonometric functions are developed. This is an elective class for the more capable mathematics student. (Pre-requisite: Grade of C or above in Algebra I or Geometry.) **10 credits**

Geometry is the study of the properties of shapes and a system of logic whereby these shapes can be related to ideas. Emphasis is given to the use of inductive and deductive reasoning. (Pre-requisite: Grade of C or above in Algebra I.)

Pre-Calculus is an integrated class culminating the process of acquiring the fundamental skills of geometry, trigonometry and algebra. The class covers conic sections, matrices, and determinants. This class also contains logarithmic equations, trigonometric identities, and infinite series. (Pre-requisite: Algebra II with a grade of C or above.) **10 credits**

PHYSICAL EDUCATION & HEALTH

Health is a course emphasizing consumer and environmental health, diet, exercise, general disease prevention, and body care. The student will be able to apply these concepts to daily living. **10 credits**

Physical Education I is an introduction of the fundamental skills and physical conditioning needed in various sports and team activities. **10 credits**

Physical Education II is designed to develop skill, coordination, and knowledge in a variety of sports activities. Emphasis is also given to individual fitness and conditioning which is tested each quarter. **10 credits**

Physical Education III is designed to further develop skill, coordination, and knowledge in a variety of sports activities. Emphasis is also given to individual fitness and conditioning which is tested each quarter. **10 credits**

FOREIGN LANGUAGE

Spanish I is a first year course emphasizing understanding and speaking the language through the study of vocabulary and grammar. It is designed to build a better understanding of the customs, language and peoples of the Hispanic world. **10 credits**

Spanish II is designed to expand the student's knowledge of vocabulary and grammar so that he/she may understand and converse at a more advanced level. Writing and reading are also emphasized as well as exposure to and appreciation of the Spanish culture. (Pre-requisite: A grade of "B" or better in Spanish I, or a score of 85% in the Spanish I challenge test, or permission from the instructor.) **10 credits**

Spanish III students will continue to study grammar, write compositions, and engage in advanced conversation. They will also be exposed to further study of Spanish culture, history and literature. The class is open to motivated students seeking fluency in Spanish. (Pre-requisite: Spanish II with a grade of B or above and permission of the instructor based on proficiency exam.) **10 credits**

MUSIC

Choir is open to all students who express a desire to learn fundamentals of vocal technique and to work cooperatively within a group setting. Emphasis is placed upon correct posture, vocal production, breath control, and intonation. Regular attendance at weekend and other performances is required. Membership is by approval of the director. **5 credits**

Band is for students interested in wind or percussion instruments. Opportunity is provided for musical growth, instrument proficiency, and public performance. **5 credits**

Hand Bell Choir will play and perform both sacred and secular music from the growing repertoire of this musical medium. Special emphasis is given to music reading ability and rhythmic precision.

Private Music Lessons are available to students who wish to develop their musical abilities in depth, above and beyond opportunities provided by membership in the larger ensembles. Opportunity is given to students to explore small ensembles as well as solo performance.

LIFE SKILLS is a course which covers the basic homemaking skills that will help the student develop the ability to perform home responsibilities in relation to food and nutrition, housing, clothing, childcare, health, and personal family relationships. Laboratory experiences include food preparation, sewing, crafts, and room designing and decorating. **5 credits**

SCIENCE

Biology is a course designed to expose students to the wonders of life. The focus is on cell biology, genetics, classification, ecology, and human anatomy. The study is based on the assumption that God is the Creator of all things. Evolution is also discussed. **10 credits**

Anatomy & Physiology will familiarize students with body structure and function. The course will include a survey of the skeletal, muscular, nervous, respiratory, digestive, circulatory, lymphatic, and endocrine systems. Demonstrations and student experiments will help convey an understanding of some of the basic physiological actions of the body. This course may be offered as honors class. (Pre-requisite: Grade of B or above in Biology.) **10 credits**

Physical Science is an introductory course to chemistry and physics. Students will explore the nature and interaction of matter, energy and motion, waves, light, sound, and electricity and energy resources. **10 credits**

Chemistry is a study of matter and its interaction that is the focus of this course. (Pre-requisite: Algebra I and Physical Science or instructor's consent.) **10 credits**

Physics is a general high school survey course covering the topics of mechanics, thermodynamics, electromagnetic theory, and other general physics topics. Because physics presents explanations of our physical universe, it is useful for students entering a variety of fields, such as health fields, engineering, sciences, and even humanities. (Pre-requisite: Algebra II or instructor's consent.) **10 credits**

Health Science Careers offers hands on activities that equip students to readily discover their interests, experience the work of professionals, and develop career skills. Students rotate through various modules such as Dentistry, Emergency Medical Technician, Nursing, Ophthalmology Sports Medicine, and Therapeutic Services. The instructional units introduce students to as many as ten related jobs ranging from entry level to careers requiring advanced degrees. The classroom is a dynamic environment of real life activity with students taking ownership of their education and developing skills of critical thinking, problem solving, and teamwork. **5 credits**

SOCIAL STUDIES

World History/Geography is a study of ancient, medieval, and modern history. Students will relive the events of the past through classroom activities designed to make history the exciting discipline it deserves to be. The course will include

multi-cultural issues, and the origins and growth of political, religious, and social ideas that have shaped world cultures. Through a global perspective, students will better understand diverse cultures, shared humanity, and the significance of responsible citizenship in our present-day world. Geography covers the political, economic, and cultural aspects of the world. It helps the students understand their part in the global society and prepares them for a wider sphere of service. **10 credits**

American History is a survey course tracing the development of the United States from the New World beginnings to the present time. Great public issues will be considered, including the Revolution, the making of the Constitution, slavery and the Civil War, the struggles of minorities for full access to the American dream, the transformation of the economy from an agricultural to an industrial to a post-industrial basis, relations with other nations (including wars), debates about social justice and the proper role of government, and the evolution of major public institutions such as political parties. The students will prove the ways in which ideas, religious beliefs, and social conditions evolve in a society. Attention is given to the effects of current events on the individual citizen, the church, and the country. **10 credits**

American Government provides the basis for being an informed, contributing citizen of the United States of America. The study includes the foundations of our government, examines the documents and processes that govern American society today, and the three branches of our government—Executive, Legislative and Judicial, and the role that each one plays. The impact of public opinion and interest groups on government and its citizens will also be evaluated. Differences, similarities and jurisdictions of federal, state, and local governments will be evaluated. Focus is given to the impact of public opinion and interest groups on government. The role of the United States role in international politics will also be examined. **10 credits**

Economics is a one-semester course. Students will understand basic economic systems at the global, national and local level, and the manner in which worldview, morality, integrity and stewardship drive economic decisions. Projects include developing a business plan. Personal economic issues and career opportunities will be considered. **5 credits**

SERVICE LEARNING AND WORK EXPERIENCE

Community Service Learning promotes the value of serving others throughout the community. The yearly minimum of 25 clock hours for each year of attendance at BAA can be satisfied through a variety of volunteer activities. Students may choose activities that interest them through the school, church, or community service organizations. Total hours are recorded annually. No credits are awarded.

Work Experience gives students first-hand, on the job experience for jobs and occupations in which they may be interested. Experience in the world of work assists students in their career development and in becoming productive and responsible individuals. The jobs may be paid or unpaid positions. Evaluations are given quarterly. Grades and credits are recorded toward graduation and are included in the student's GPA. **5-10 credits**

HEALTH SCIENCE CAREERS

Health Science Careers offers hands on activities that equip students to readily discover their interests, experience the work of professionals, a develop career skills. Students rotate through various modules such as Dentistry, Emergency Medical Technician, Nursing, Ophthalmology Sports Medicine, and Therapeutic Services. The instructional units introduce students to as many as ten related jobs ranging from entry level to careers requiring advanced degrees. The classroom is a dynamic environment of real life activity with students taking ownership of their education and developing skills of critical thinking, problem solving, and teamwork. **5 credits.**

ACADEMIC PROBATION

Students who have a GPA of less than 2.0 or have two or more grades below a "C-" for any grading period will be placed on academic probation for the following 4 ½ weeks. New and transfer students with a previous cumulative GPA lower than 2.0 are automatically placed on academic probation.

Students on academic probation will be assigned an academic advisor. The student and advisor will establish a plan with the student's teachers to monitor weekly progress in all classes. Students on academic probation may be required to attend after school tutoring as part of an academic improvement plan. The faculty and advisor will discuss the student's progress on a regular basis to evaluate and develop continuing plans to address the student's academic problems.

A student placed on Academic Probation must comply with the following requirements in order to remain at Bakersfield Adventist Academy:

1. Raise his/her GPA to 2.0 ("C" level) or better and have no "F's";
2. Report weekly to his/her assigned faculty academic counselor;
3. Show effort in class work by:
 - a. Turning in assigned homework
 - b. Coming to class with planner, textbook, paper, pencils
 - c. Being attentive in class and participating as appropriate
 - d. Using study hall time wisely to complete homework.

Parents/guardian, an important part of the team, will actively monitor progress reports and keep close contact with the student's advisor and teachers by phone or in person.

At the end of each semester the faculty will determine if the student has met eligibility to continue enrollment. Eligibility is determined by whether or not the student has achieved at least a GPA of 2.0 and has no "F's" or has shown some improvement but has not yet reached a 2.0 GPA

A student who has not followed the academic probation requirements and shows no improvement may be asked to withdraw from school.

POLICIES & STANDARDS

DISCIPLINE PHILOSOPHY

The discipline policy is based on principles embodied in the Scriptures of discipling students in a compassionate and nurturing environment where they are accountable for their choices, embrace personal responsibility for their actions, and value open communication and healthy relationships. The purpose of discipline is to build character and achieve a change of the heart in those who are out of harmony with the goals of the school.

Effective schools and homes intentionally encourage children and teens to exercise personal choices as a fundamental function of learning and growing. This includes experiencing consequences of both good and bad decisions. Teachers, staff, and administration approach discipline through shared control, shared thinking and decision making, by applying consequences with empathy, and employing strategies that build self concept. The goal is to create an environment where students are eager to come to school—a place that encourages them to reach their God-given potential spiritually, mentally, physically and emotionally.

DISCIPLINE POLICY

The Discipline Policy outlines the process that is applied to all students regarding their behavior. The Discipline Policy is not inclusive of all the possible infractions and consequences. The purpose of the Discipline Policy is to discipline students for unacceptable behavior and to influence the heart of the student toward respect for BAA and all individuals on campus.

The following school-wide behaviors are essential in carrying out the school's mission:

- Respect God
- Respect others
- Respect self
- Respect authority
- Respect property
- Be present and on time to class and other appointments
- Listen carefully to and follow teacher's and staff instructions
- Ask questions and give opinions in a respectful manner
- Complete assigned class work and homework
- Meet and fulfill school obligations
- Dress appropriately

Students whose behavior is out of harmony with appropriate school-wide behaviors will be corrected in a respectful manner allowing them to grow through their mistakes and learn from experiencing the consequences of their decisions. By giving children and teens the ability to take ownership of their actions, teachers and parents communicate that they trust their ability to change their own behavior. Teachers do not relinquish their role of setting and maintaining clear boundaries. They guide them to correct problems and achieve success in life by giving them the primary role in solving the problems created by their unacceptable behaviors.

Teachers address classroom and playground discipline issues with their students and collaborate with administration, other teachers, and parents as necessary. Students may be required to complete the *BAA Behavior Improvement Plan*. Referrals may also be written to document incidents and will be sent to administration and parents. Multiple referrals and referrals of a more serious nature will be reviewed by the Administrative Council.

When unacceptable conduct poses a serious threat to the safety of the student and/or others or violates the law, staff and administration will take immediate action. When a violation of the law has occurred, legal authorities will be notified as required.

BULLYING

All members of the school community are committed to ensuring a physically and emotionally safe environment. We strive to value the rights of all people to learn without fear.

A student shall not intimidate or harass another student through words or actions. Such behavior includes, but is not limited to, direct physical contact, such as hitting or shoving; verbal (or non-verbal digital) assaults, such as threatening, teasing or name calling; and social isolation or manipulation. When such conduct is repetitive or appears likely to be repeated, it is considered bullying.

CYBERBULLYING

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social media sites, posting embarrassing or inappropriate pictures, videos, websites, or fake profiles.

REPORTING AND PARENT NOTIFICATION

BAA expects students and/or staff to immediately report any incidents of bullying to their teacher or the principal. Staff members are expected to immediately intervene when they see or are informed of a bullying incident.

Parents will be notified when their student has been involved in acts of bullying. Students who bully will be subject to discipline. Law enforcement will be notified if appropriate.

CONFLICT RESOLUTION

Conflict and disagreements occur across all age groups and are a part of normal life. Small conflicts can grow larger if they are not resolved. Teachers, staff, and administration will help students resolve small conflicts and will immediately address more serious conflicts that cause a child to feel threatened or hurt.

It is important that B.A.A. students learn and practice positive ways of solving small problems for themselves. Children are capable of becoming peacemakers by learning effective strategies to resolve conflicts. Students who are confronted with minor problems are taught to try at least two of the following strategies to resolve a conflict:

1. Say "Stop"
2. Say how you feel
3. Wait, walk away, cool off
4. Make a deal (negotiate)
5. Talk and work it out
6. Apologize
7. Forgive
8. Take turns, share
9. Ignore it
10. Find another group or game
11. Rock, paper, scissors

When a student asks for an adult to help, the request should include the two ways that have been tried to resolve the conflict. For example the student might say, "Mrs. Wilson, Mike is calling me names and I have told him to stop and told him how I feel about being called those names." When the conflict is unresolved the adult will get involved to help solve the problem.

Teachers, staff and administration are committed to help students develop effective problem solving skills that they can use again and again to reduce their stress and the frequency of conflicts they have at school, at home, and in their community.

For bigger problems children are taught to talk to the supervisor, teacher, or principal. Serious conflicts that cause a child to feel threatened or hurt will be dealt with immediately.

HARASSMENT AND OFFENSIVE CONDUCT

Bakersfield Adventist Academy promotes a school climate that encourages respect for each person. Mutual respect is essential to promote a sense of community and to encourage one another. Words, looks, or acts that devalue another are detrimental to achieving the mission of the school.

HAZING/INITIATIONS

Students have the right to feel safe from demeaning and degrading treatment that is or is deemed to be hazing or initiation. Involvement in any such conduct is unacceptable and will be subject to discipline up to and including suspension or expulsion.

HARASSMENT

Harassment, intimidating, or offensive conduct will be subject to discipline up to and including suspension or expulsion. Harassing, intimidating, or offensive conduct includes, but is not limited to: jokes, gestures, demeaning comments, name calling, drawings, pictures, writings, or offensive conduct which is or can be interpreted to be of a sexual nature. Involvement in any such conduct is prohibited. Students who have experienced harassment shall report the incident to a

teacher or principal as soon as possible. The incident(s) will be investigated and the administration will review the results of the investigation with the victim and offender separately and explain the corrective action that has been taken and will encourage the victim to report any further events. B.A.A. prohibits retaliation against those reporting events of harassment.

SEXUAL HARASSMENT

No one should be placed in a position of embarrassment, harassed because of gender, or subjected to sexually harassing behavior. Sexual harassment of any student by another student or any employee, or other person under the supervision of B.A.A. is unlawful and is prohibited. Sexual harassment involves such conduct that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive environment. Improper conduct includes, but is not limited to: Unwelcome or offensive sex oriented comments (e.g., kidding, teasing, joking, degrading, or sexual comments); requests or pressure for sexual activity; unnecessary or inappropriate touching of a sexual or abusive nature (e.g. patting, pinching, hugging, repeated brushing against another person's body, etc.); displays of sexually suggestive pictures, drawings, or objects; suggestions, threats, or demands for sexual favors; or making submission to sexual conduct a condition of academic status, progress, services, benefits, honors, or activities.

Involvement in any such conduct is prohibited. Students who sexually harass others are subject to discipline up to and including expulsion. Employees who engage in sexual harassment are subject to discipline up to and including termination. Discipline shall fit the conduct and age of the offender. Progressive discipline shall be used unless the first offense is of a more serious nature.

COMPLAINTS OF HARASSMENT OR OFFENSIVE CONDUCT

Those who believe that they have been harassed should immediately take the following steps:

- Make it clear that such conduct is offensive and should be stopped immediately.
- Report the incident to the immediate supervisor, principal, associate superintendent or superintendent of schools as soon as possible.
- The harassment complaint will be kept in confidence, except as necessary to investigate or rectify the matter.
- Report any subsequent incidents immediately.

INVESTIGATION

All complaints of harassment will be taken seriously and investigated promptly. If necessary, immediate actions shall be taken to protect the safety of students. Instances of child abuse shall be immediately reported to the proper authorities in accordance with law.

Administration will review the results of the investigation with the victim and offender separately and explain the corrective action that has been taken. The investigation and response should be age appropriate. The victim will be encouraged to report any further events. The Administration will prepare the investigation report to document the incident, conclusions, and appropriate disciplinary actions, if any.

RETALIATION PROHIBITED

Bakersfield Adventist Academy prohibits retaliation against those reporting harassment or offensive conduct. Anyone who believes he/she has been subjected to retaliation should report the conduct to the immediate supervisor, principal, associate superintendent or superintendent of schools.

FALSE ALLEGATIONS OF HARASSMENT

Anyone who brings malicious, spiteful, or false allegations of harassment will be subject to the disciplinary standards in the Pacific Union Conference Education Code.

ACADEMIC INTEGRITY

Cheating is taking dishonest advantage of teachers and/or other students. Cheating includes, but is not limited to, the following behaviors:

- Glancing at another student's paper during a test or quiz
- Non-sanctioned "team" work on an assignment
- Habitual absenteeism on test/assignment days
- Failure to cite sources adequately on assignments
- Copying a research paper or assignment, changing answers
- Possession or use of cheat notes
- Stealing a paper, test, or answer key
- Carrying a test out of a room
- Copying from someone else's paper or test
- Excessive "outside assistance" on an assignment
- Allowing another student to copy from one's test or assignment.

When students are expected to work independently on learning activities they must do their own work, follow standard procedures for citing sources, and honor copyright laws. Students who cheat will be subject to loss of credit and being placed on academic probation.

- 1st offense—receive a “0” or “F” for the assignment, parents will be notified
- 2nd offense—receive a “0” or “F” for the assignment, parents will be notified, student will be placed on academic probation
- Continued academic dishonesty will result in parent notification, loss of credit for the course. The student may be asked to withdraw from school.

DRESS CODE

Uniforms For Boys & Girls

BAA’s uniform dress program reflects the school’s commitment to excellence and modesty. All shirts, sweaters, cardigans, and sweatshirts must have the appropriate school logo. Pants and shorts must be school uniform style. A navy blue polo shirt with school logo will be provided at no charge for all new students.

Uniforms with B.A.A.’s logo and exclusive dress code may be ordered any time through French Toast, the primary source for B.A.A. school uniforms. Call 1.800.FrenchToast (1.800.373.6248) or use the French Toast website at frenchtoast.com. Enter the code QS46V9M to access the BAA dress code options. All shirts, sweatshirts, or white oxford shirts purchased elsewhere must be brought to the school office for embroidery of the school logo by Master Graphics. The cost of embroidery is \$4.00 per item. Wal-Mart has quality, reasonably priced shirts for purchase on their school uniform website. Shirts and sweatshirts with the school logo may be also be ordered in the school office. All orders must be prepaid.

Shirts

Short or long sleeve polo shirts or oxford button down shirt must be worn under all coats, outerwear, or jackets. Polo shirts must be navy blue, royal blue, yellow, white, or black. Optional oxford button down shirts must be white.

Pants and Shorts

School uniform flat front or pleated pants or walking style shorts may be purchased online from uniform sites or local clothing stores. Colors must be khaki, navy blue, or black. Cargo style pants or cargo shorts, draw strings, and torn or frayed clothing are not permissible.

Shoes

Shoes must be worn at all times and should be appropriate for the students’ activities. Closed toe shoes are required for students in K-6. Shoes or sandals for grades 7-12 must have a strap on the back. Athletic shoes are required for P.E. for grades 7-12. Shoes that have recessed wheels are not allowed on campus. Flip-flops are not permitted.

Sweatshirts

Sweatshirts may be purchased through the school only. A.S.B., club, and class sweatshirts may be worn any time.

Optional Uniform for Boys and Girls

- White oxford button down shirt with school logo.
- Sweaters or cardigans may be ordered through French Toast with monogrammed school logo in any of the approved polo shirt colors.
- During extreme cold, winter coats may be worn over school issued shirts and removed in the classroom.

Optional Uniform for Girls

Uniform style khaki or navy blue skirts, jumpers, and skorts may be ordered from French Toast, Wal-Mart or other clothing stores.

- Skorts for grades K-4.
- Jumpers for grades 5-8.
- Flat front or pleated skirts for grades 5-12.

Four principles guide dress at Bakersfield Adventist Academy: clean, neat, modest, and appropriate. Clothes and body are to be neat and clean. Deodorant is to be used as necessary. Clothes are not to be excessively tight fitting or baggy. Shorts are to be no shorter than 3 inches above the top of the knee when standing in a natural position.

Clothes will be in good repair with no holes or tears. Undergarments must be covered at all times. Hats may not be worn in any school building. Hair should be clean, well managed, of a natural color, and non-distracting in its cut and color. Extreme hairstyles are not allowed. Make-up is not to be excessive and should be natural to one’s own skin tone. Only clear nail polish is allowed. Jewelry is not to be worn at school or at school sponsored events. Gym clothes are to be worn for physical education classes. Music directors and coaches may require special dress including shirt, tie, and dress shoes for travel to performances and game days and for travel to and from athletic events. Modest one-piece bathing suits or other appropriate swimwear are required for all school-sponsored aquatic activities.

Graduation Dress

Boys: Dress pants, dress shirts with collar, ties and dress shoes are required. **Girls:** Dress length is to be to the knee. Slits are not to be more than 3 inches above the knee. Back, midriff, shoulders and cleavage are to be covered. Spaghetti straps and halter tops are not to be worn. Shoulder straps must be two or more inches in width. All sheer material must be fully lined. Graduation dresses will be previewed by the dress committee. Graduates will wear graduation robes for Consecration, Baccalaureate and Commencement.

Banquet Dress

Dress for banquets, school performances, and graduation exercises are to be modest and appropriate. Undergarments must be covered at all times. Flip flops and athletic shoes are inappropriate. Dress guidelines are in effect for all school-sponsored activities such as field trips, tours, ASB functions, graduation and banquets. When organizations formally represent the school staff and sponsors will give specific guidelines for appropriate attire for the event or activity.

The administration and staff reserve the right to determine what is clean, neat, modest, and appropriate. If a student's dress is out of harmony with the dress policy any of the following options may be employed:

1. The student will be asked to change to appropriate attire immediately
2. If a shirt is available in the student's size the student may elect to purchase the shirt
3. When a student is unable to change attire the student will remain in the school office until the matter is resolved. Parents will be notified to bring appropriate clothing to the school for their student.

Repeated violations of the dress policy may be considered insubordination and will be referred to the Administrative Council for further disciplinary action. Unexcused tardies or absences will be recorded for class time missed due to violations of the dress policy.

ATTENDANCE POLICY AND PROCEDURES

Regular attendance and punctuality are essential if students are to make the most of educational opportunities offered by the school. Parents of student or legal guardian are responsible for their children's regular attendance. Students are expected to be in their classroom by the 8:00 a.m. bell and remain at school through the end of their last class.

Legal Absences

The State of California Education Code attendance regulations apply to both public and non-public schools. All students are expected to be in attendance at school each day when school is officially in session. The only valid excuses for absences are verified illness of the student; medical, dental, or optical services; school-sponsored education trips; quarantine, and bereavement in the immediate family. Because of minimum attendance requirement, it is important that medical, dental and optical appointments should be scheduled outside school hours. When such appointments are unavoidable a pre-arranged absence form needs to be completed in the school office.

Truancy

Truancy is defined as being absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. Bakersfield Adventist Academy is required by California State Statute to report truancy to the proper authorities as prescribed in the *California Education Code* Section 48260.

Students are not permitted to leave the campus during school hours except when accompanied by a parent or staff member, or with the specific parental permission and administrative approval. A student is considered truant if he/she is any place on or off the campus that is not in accordance with school regulations or without the knowledge of the parents or school authorities.

When a Student Is Absent, parents must call the school office before 8:30 a.m. on the day of the absence to inform the school of the status of that student. On the day the student returns to school, a written excuse should be turned in to the school office. When a note is not turned in to the school office the student will receive unexcused absences and may not be allowed to make up missed schoolwork.

Students Who Are Too Ill to function well in the classroom and students who have a communicable disease should not be sent to school. Students should be free of fever and vomiting for 24 hours before returning to school.

Parents/guardians are expected to notify the school immediately in the case of any communicable disease so that the appropriate notification to parents and health authorities can be made.

Pre-Arranged Absences

When parents know in advance that the student will be absent from school for one or more days, the absence(s) must be pre-arranged with the school office as far in advance of the absence as possible. The student or parent may pick up a **Pre-Arranged Absence Form** from the school office and return it completed with the parent/guardian signature. An absence not legally defined as excused will be recorded as unexcused. A pre-arranged absence allows the student to make up class work and tests. Absences, whether excused or unexcused, may affect the student's ability to pass classes.

Missed Assignments and Make-Up Work

Arrangements must be made for completing missed class work before or at the time of the absence. An equal number of days are granted to turn in missed class work as the number of days absent. All tests must be taken either the day of the return or as arranged with the teacher. Any additional work assigned while the student was absent will be due the following day or as arranged with the teacher.

Excused Absences

Excused absences are defined as:

1. Medical/dental/optical appointments
2. Illnesses
3. Death in the immediate family
4. Court appointments, with verification
5. Quarantine

Clearing Absences

For an absence to be excused:

1. Return a verification of excuse that includes:
 - a. date of the note
 - b. date(s) of absence
 - c. reason for the absence
 - d. parent's/guardian's signature
 - e. note turned in to the office on the day the student returns to school. If a note for verification of excuse is not received by the school office within two days after the student returns, the absence(s) will be recorded as unexcused.
2. Extended illnesses of 4 or more days may require a statement from a doctor.
3. A short term illness of 3 or fewer days requires a note from the child's parent or legal guardian which must be sent to the teacher/school office the day the student returns to school.

Unexcused Absences

Any absence that does not meet the condition of an excused absence is automatically unexcused. Examples of absences that are not excusable: Oversleeping, being too tired after school trips or activities, failure to obtain transportation, not pre-arranging absences for family business or family trips.

Tardies

A student is tardy if he/she is not in his/her class when the last bell rings for any class period. A student is marked absent when he/she is ten (10) minutes or more late after the class begins. Three tardies are considered equal to one absence.

Attendance Pass

A student who is tardy to 1st period must stop in the school office for an attendance pass. Office staff will issue a pass allowing the student to enter the classroom late.

The only excusable tardies are those incurred on fog-delay days or when a teacher has kept a student into the next class period. The teacher will send a note with the student detained requesting the tardy to be excused.

Excessive Tardies

Excessive tardiness is defined as six (6) or more unexcused tardies in a quarter. Excessive tardiness will result in a conference with parent/guardian and administration. A student who continues to accumulate unexcused tardies may be asked to withdraw from school.

Loss of Credits

Students who are absent from class(es) more than 14 school days in a semester may receive a failing grade in the class(es) that the absences were incurred. Parents/guardians will be required to meet with the school administration before enrollment of the student can continue in school. This policy relates to total excused and unexcused absences.

Students who consistently have poor attendance are subject to discipline up to and including suspension and expulsion.

Closed Campus

Students are not permitted to leave the campus during school hours except when accompanied by a parent or staff member, or with the specific parental permission and administrative approval. A student is considered truant if he/she is any place on or off the campus that is not in accordance with school regulations or without the knowledge of the parents or school authorities. Failure to attend any class constitutes truancy.

Disciplinary action for truancy may result in detention, suspension, and being placed on probation.

Consequences

Students who have excessive unexcused absences and tardies will be subject to the following disciplinary consequences:

- After three full days of unexcused absences or an equivalent combination of absences and 30-minute periods of tardies in one school year, parents will be notified by administration to discuss solutions to the truancy problem. Child Protective Services and/or Bakersfield Police Department may be contacted for excessive absences.
- At the 6th unexcused absence the student will be asked to pay a \$25 readmission fee and have a conference with parent/guardian and administration.
- Two additional unexcused absences will result in further discipline that may include detention and being placed on attendance probation and reporting the appropriate authority(ies).
- An additional unexcused absence will result in paying another \$25 readmission fee, a three day suspension, and a conference with the student, parent, and administration prior to returning to school.
- Any additional unexcused absences may result in withdrawal or expulsion.

NOTE: Grace will be given for two tardies per quarter related to traffic or unforeseen circumstances. The \$25 readmission fee will be returned to students who have perfect attendance for 15 school days from the date the fee is paid.

ELECTRONICS

Nonverbal, oral or written communications, 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 misrepresenting the Christian values of the school in communication, the student will be subject to disciplinary action.

BRING YOUR OWN DEVICE POLICY

Elementary: Personal electronic devices can be a disruption in the learning environment and should not be brought to school. Cell phones and connecting devices, including watches, must be turned off and out of sight during school hours.

High School: Providing students and staff with a 21st century digital learning environment is a priority. High school students may bring their own authorized technology devices including iPads and other tablets, laptops, Chromebooks, eReaders, and iPods for personal educational purposes. Only those students whose parents sign the Bring Your Own Device Agreement may use technology devices on campus. Each student must complete the required BYOD Orientation workshop prior to bringing the device(s) to class. Students are required to access the Internet via the school's filtered wireless network when using the approved devices, during classes, chapel, and assemblies. Cellular Phones and other connecting devices including watches must be turned off and stored out of sight during classes, chapels and assemblies.

Cell Phones and unapproved devices that are used inappropriately will be confiscated, turned in to the principal's office and kept by the school until a parent or guardian comes to claim the item. If a second offense occurs, the item will be confiscated for one week and will be returned only to the parent or guardian. If a third offense occurs the item will be confiscated until the end of the academic school year and returned to the parent or guardian. This policy applies to all school-sponsored trips including music, athletics and ASB outings. The school is not responsible for confiscated items.

COMPUTER USE POLICY

Privileges

The computer lab and other computers throughout the school are available for student use. Computer and network use is a privilege that comes with responsibility. Any student not demonstrating this responsibility may lose that privilege. The student and his/her parents/guardian must read and sign the *Acceptable Use Policy* form.

Class Time Use

Teachers use the lab for their classes as needed for educational purposes.

Use Outside of Class Time

When supervision is available students may use the lab for completing school related tasks and projects. These may be assignments given for a class, general research or practice. The lab may not be used for non-academic purposes or as an entertainment center.

Security

Security issues in the computer lab fall into three categories:

Protecting Student Material

- Wise use of backup copies is important to protect student files.
- Students are prohibited from copying, editing, erasing, tampering, or moving any files other than their own.

Protecting Computer Lab Equipment

To protect hardware and software, certain behaviors are strictly forbidden:

- Installing software other than that installed by the lab administrator.
- Bringing in food, drink, gum, candy or magnets.
- Moving, rearranging, modifying, or otherwise abusing equipment.
- Running or other forms of horseplay.

- Using the lab without staff supervision.

Adhering to Copyright Laws

The school is morally obligated to follow biblical principles, and uphold local, state and national laws and standards regarding copyright laws. Illegal use, modification, piracy of software, or accessing or attempting to access restricted sites is strictly prohibited.

Internet Usage

We are pleased to offer our students access to the school network for electronic mail and the Internet. Access to the Internet will enable the student to explore thousands of libraries and databases while exchanging messages with Internet users around the world.

Use of the Internet also poses significant risks. The school takes the use of the Internet very seriously. Any student using the Internet must have a signed "Acceptable Use Policy" form on record. Student use of the Internet is closely and strictly supervised and monitored.

Students may not peruse materials intended for another. Student correspondence, social media and materials sent or received through the BAA network are not private and may be examined by a supervisor at any time. Students engaging in displaying or posting inappropriate content or messages are subject to discipline up to and including expulsion.

SUBSTANCE ABUSE

Bakersfield Adventist Academy believes that it is in the best interest of its students and the community to take steps to enhance, promote, and maintain a drug-free school. Whenever and wherever factors arise which interfere with a student's performance and give rise to the suspicion of use or possible chemical dependency, the school reserves the right to ask the student to submit to an immediate drug screening test and/or complete a professional evaluation.

Should such a screen test be positive, the student will be required to seek immediate treatment as a condition of continued enrollment. Refusal to submit to a drug screen or unwillingness to participate in a treatment program is grounds for a student to be asked to withdraw from school.

Some students require support for their decision to remain drug-free. Since chemical dependency is often preceded by the abuse of alcohol or other drugs, the school wishes to provide education and/or assistance to any students and particularly to those students displaying signs of involvement. The school will make appropriate referrals so that a student may get the necessary help.

MEDICATION AT SCHOOL

Teachers and staff members are not permitted to dispense any medication to students, unless special provisions are made, as specified below. Self-administration of drugs, whether prescription or not is not permitted on the school premises. No student is to carry any medication on the school grounds.

According to the California State Education Code any student who is required to take medicine during regular school hours may be assisted by school personnel providing the school receives the following:

- A written statement from the physician detailing method, amount, and the time schedule by which such medication is to be taken, or
- A written statement from the parents or guardian of the student indicating a desire that school personnel monitor over-the-counter medication.

Permission needs to be obtained for medication taken on campus or during school-sponsored activities. Such medication must be delivered to the school office in the original container as delivered by the pharmacy. Inhalers may be kept on hand during class and PE classes.

LAW ENFORCEMENT INVOLVEMENT

In the case of suspicion of possession of weapons, controlled substances, and/or refusal by the student to comply, 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.

RESTROOM/HALL PASSES

A Hall Pass is required at all times when a student is out of class for any reason. Students are encouraged to be prepared for class and should use the restroom and drinking fountains between classes.

LICE POLICY

Any student who is found to have nits, alive or dead, will be removed from the classroom. Parents/guardian will be notified immediately and are responsible to pick up the child within a reasonable time after notification. The school is not permitted to treat any student with any chemicals for lice. A student will be permitted to return to school after 24 hours from initial treatment. School personnel will recheck the student prior to being allowed to return to the classroom. If any nits are found, the student will not be allowed to return to the classroom and will be asked to return home for the day. If the student has siblings attending the school, the faculty will be advised and all students within the family will be checked. A student who is nit free and has been allowed to return to the classroom will be checked at a later time to determine that

re-infestation has not occurred. If two or more students in a classroom have been determined to have nits, alive, or dead, the entire class will be checked. Parents will be notified.

LOCKERS

Lockers are issued to students at the beginning of the year. A lock is assigned to each locker for the protection of personal property. Only school-issued locks are permitted. A \$10.00 locker rental fee will be charged. Students are cautioned against sharing their combinations with others. All students are responsible for keeping their assigned lockers clean both inside and outside. Student will be charged for damage including writing, tape, etc. left on the locker. Any locker malfunction should be reported to the office. Students are cautioned not to keep money or other valuables in their lockers. Lockers are the property of BAA and are subject to search at any time without notice, with or without students' permission or presence. Items found in lockers not in harmony with Christian values will be confiscated. A \$50.00 fine will be assessed for using a personal lock.

CLOSED CAMPUS

Bakersfield Adventist Academy is a closed campus.

1. The office must have written permission from a parent/guardian prior to releasing a student to leave campus. The school cannot legally release a student by a telephone call; permission must be given in writing.
2. Any student who leaves the campus for any reason without a school official's permission will be subject to suspension of up to 2 school days. Continued chronic offenses will be cause for possible dismissal from BAA.
3. Senior privileges, which may include off-campus lunch privileges, must be approved by the administration and can be revoked at any time.

STUDENT VEHICLES

All students providing their own transportation to and from school must fill out a driving request form at registration. Transportation to and from school with other students and riders is the responsibility of the parents. Students must comply with the provisions of the driving agreement as stipulated:

- Supply proof of insurance and driver's license to office.
- Student drivers must park in the lot between the gymnasium and the high school building.
- Lock car or vehicle and remain outside of vehicle at all times during the school day.
- Drivers must bring a signed note from parents granting permission for other riders (specify names) to ride in their student's vehicle.
- Riders must also bring a signed note from their parents granting permission for the student to ride to and from school in a specified student's vehicle.
- Students who drive vehicles to school must leave at the end of their day and not return except to scheduled events.
- Campus speed limit is 5 mph. Those choosing to exceed this may lose their privilege to bring a vehicle on campus.

Students using their vehicle to transport unauthorized passengers may be suspended and lose driving privileges. The unauthorized passengers may also be suspended and lose driving privileges.

Students may not drive any motorized vehicles such as cars, motorcycles, boats, jet skis, snowmobiles, etc., during school-sponsored activities without written authorization from parents and permission from administration.

SENIOR PRIVILEGE

Seniors with acceptable citizenship, attendance, and grades may make a request to the principal to leave campus during lunchtime. Only seniors whose parents have given written authorization on file in the school office are allowed to leave campus. With parental authorization and administrative permission, seniors may drive their vehicle off campus for lunch, but are prohibited from transporting any passenger(s).

CLASS TRIPS

Class trips are part of the Bakersfield Adventist Academy education program and should be planned in harmony with the mission and purpose of BAA. Trips should include elements of both education and service to others. All class trips must receive staff, local board and conference approval prior to broad base planning, advertising and fund raising. Trips outside the Pacific Union also require approval from the Pacific Union Conference Office of Education.

Field trips are an important part of the educational experience, and are planned by school staff to provide enrichment to the regular program. Parents are encouraged to participate and help whenever possible.

GUIDELINES FOR TRIPS

- Each student should be where he/she is expected to be, on time and in proper attire.
- Students are expected to stay with the group and in the proper areas at all times.
- Students are expected to comply with all adult requests at the time they are given. "Why" or "how" questions may be asked after compliance.
- Sleeping quarters of the opposite sex are off limits at all times.
- Unless stated otherwise, school uniforms will be worn. At all other times, the principles for proper attire on school trips are: clean, neat, modest, and appropriate.

- Mixed gender seating during travel on buses is allowed during daylight hours only. When traveling in mixed seating arrangements, physical contact should be minimal avoided.
- Public display of affection is not appropriate at school functions.
- All school rules, printed in the student bulletin and spoken by school officials, are in full effect at all times.
- All activities should be in harmony with the biblical text, ". . . whatever is true, whatever is noble, whatever is pure, whatever is lovely, whatever is gracious, if anything is excellent or praise worthy—think about these things." Philippians 4:8.

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.

PRIVACY

Your privacy is important to the school and is understandably an area of concern for every student and parent/guardian. The school values your right to privacy and seeks to preserve and protect it. However, your right to privacy is not unlimited. This policy seeks to explain how your information is collected and used and also to define your privacy rights as a student or parent/guardian at this school.

Personally Identifiable Information

As part of the admissions process, and throughout a student's enrollment, the school will occasionally request personally identifiable information from the students and parents/guardians. This will likely include, though not be limited to, the students' and parents/guardians' name, addresses, email addresses, phone numbers, and the student's date of birth and social security number. The school will also generate personally identifiable information about its students in the form of student records, which may include academic records, health records, and disciplinary records. This information is necessary for the school to provide its services to its students and parents/guardians and will only be utilized by the school or its agents for that purpose. For more information, see the policies on student records.

The school does not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist the school in conducting its business or providing its services to you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is necessary to comply with the law.

The school may desire to publicize student participation and achievement on its website or in its publications. This may include school utilization of photographs, videos, writings, and voice or performance recordings of a student or parent for educational, promotional, and/or athletic purposes in the school's promotional materials, newsletters, press releases, website, videos, media outreach, and other such publications. Unless student/parents/guardians formally opt out, they agree to permit such use by the school. See the media release policy for more information.

Media Release

School personnel and authorized students regularly take pictures of student activities for use in the school's publications for print and digital media. A form is provided for all parents/guardians at the time of enrollment for their signature verifying that they understand and give permission to photograph and/or video their student for use on the school's website, Facebook page, and in various school publications and printed and digital media. All rights, title and interest in the photography for said media outlets belong to the school and no financial compensation is granted for the use of the pictures and/or video. The school may edit, copy, alter, or revise the photographs and/or video for use in their media outlets and retain control over the use and distribution of the photographs and/or video.

Student Records

BAA is a private religious school that does not accept federal funds. As such, it is not subject to the provisions of the Federal Educational Rights and Privacy Act (FERPA). However, your records will only be readily available and accessible to authorized personnel, the student, or the parent/guardian. See the student records policy for further information about what your records contain and who may access them.

PROPERTY RIGHTS

School Property

School property includes, but is not limited to, desks, lockers, school computers, or electronic devices, classrooms, common areas, school athletic equipment, school vehicles, and any other property owned or controlled by the school. Students have no privacy rights or expectation of privacy in the utilization of any school property. The school may search school property at any time for any reason pursuant to the school's search and seizure policy. See the search and seizure policy for more information.

Students are expected to respect the property rights of the school and of all members of the school.

1. Students and/or parents/guardian will be required to pay for damage done to school property
2. Students will face immediate suspension or expulsion, if found vandalizing school property.

3. Students and/or parents/guardian will be charged a minimum of \$50 for tampering with locks, student lockers, or any other school property.
4. The minimum fine for unauthorized use of fire safety equipment is \$100. Anyone making a false 911 call or causing a false alarm will be required to pay any costs related to the false alarm or call.
5. The school assumes no responsibility for personal items. This includes stolen items, damage to books, clothing, musical instruments, cars, bicycles, skateboards, cell phones, or other personal items on the school grounds.
6. The school assumes no responsibility for items or materials confiscated which are in violation of school policy including cell phones, nor is there any guarantee such items will be returned.
7. The school reserves the right to permanently keep confiscated items.

Student Property

Student property is generally defined as the student's own body and any item owned by the student or worn by the student. Student property includes, but is not limited to, student-owned backpacks, bags, purses, computers or electronic devices, telephones, clothes and student or parent/guardian owned vehicles. Student property may be searched under certain circumstances to maintain student safety or to enforce school rules or policies. See the search and seizure policy for more information.

DETENTION

Students may be detained in school for disciplinary or other reasons for one hour after the close of the regular school day. Parents will be notified of this action prior to the detention.

SUSPENSION OF STUDENTS

A teacher may temporarily suspend a student from class. Only the principal or his designee may suspend a student from school. A student may be suspended for repeated offenses when other procedures have not been effective.

In the case of a serious overt act or violation of school regulations, the principal may suspend a student from school, even though there has been no prior serious misbehavior. The suspension period is generally not to exceed two weeks, except under extenuating circumstances. Written notification of the length of the suspension should be provided to parents.

The following actions may form the basis for suspension or expulsion when the principal or Administrative Council, considering the totality of circumstances including the history of the student, determines the student is not amenable to improving behavior and the student's continued presence constitutes a threat to the safety and/or welfare of the other students or a substantial disruption of the school environment:

1. Major or repeated theft at school.
2. Possession and/or use of controlled substances including alcohol, tobacco and other drugs, especially continued use after attempt to assist the student has failed.
3. Unauthorized use of fire or other safety equipment.
4. Unauthorized entry into any area.
5. Being on the roof of any building.
6. Bringing a knife on campus.
7. Severe or repeated sexual harassment of other students at school.
8. Persistently advocating atheism and/or ideas that are destructive of Christian principles or the moral teachings of the Seventh-day Adventist Church.
9. Repeated swearing, use of profane, vulgar or obscene language.
10. Academic non-performance.
11. Leaving campus without authorization.
12. Truancy or excessive absences.
13. Intentionally causing serious damage to school property or other personal property.
14. Committing an obscene act or engaging in habitual profanity or vulgarity.
15. Disrupting school activities or willfully defying the valid authority of school personnel.

EXPULSION OF STUDENTS

Attendance at a Bakersfield Adventist Academy is a privilege, not a right. It is conditioned on accepting and conforming to the rules of the school. Expulsion is the discontinuance of a student from enrollment in a school by action of the Board of Directors for one or more behavioral reasons including but not limited to those listed under Suspension of Students and/or Expulsion of Students.

The following actions presume the student shall be expelled:

1. Intentionally causing serious injury to another not in self-defense.
2. Possession of a firearm at school or school activities.
3. Possession of a bomb.
4. Sale or distribution of a controlled substance.
5. Robbery (taking property from the person of another by force or fear).
6. Assault or battery upon any school employee.
7. Sexual assault or battery.

8. Brandishing a knife or other weapon at another person.
9. Intentionally threatening or intimidating school personnel or students. The threats or intimidation cause reasonable fear of life or well-being or materially disrupts the school environment.

Continuing a student who has violated the provisions of this section shall only be done when considering the totality of circumstances including the student's history and amenability to change and the principal and Administrative Council's determination that expulsion is inappropriate and therefore does not recommend it.

Procedure

The principal in consultation with the Administrative Council will make a recommendation of expulsion to the Board of Directors. The student and parents/legal guardian shall be notified of the recommendation and of the right to a hearing. The Board of Directors/hearing body makes the final determination after completion of a hearing, if requested. The student is suspended from school during this process.

Hearing

If requested in writing by the student or the parents or legal guardian of the student, a hearing shall be conducted. The hearing shall be conducted by the Board of Directors or a committee authorized by the Board of Directors. The body conducting the hearing shall make the final decision. The following procedures shall be used:

1. The student and parents/legal guardian shall be given notice. The notice shall include:
 - a. The fact that expulsion is being recommended.
 - b. The factual basis for the expulsion.
 - c. Any written documents that shall be used by the Board of Directors in deciding the issue.
 - d. A copy of this policy.
 - e. The time and place of the hearing and the body conducting the hearing.
 - f. Deadline for receipt of written request for a hearing.
2. The hearing is closed. Only members of the board/committee may attend. The parents/legal guardian and student may be present until the conclusion of the evidence. The student may have persons who have relevant evidence speak to the committee. These persons shall be excluded except during testimony.
3. At the hearing the principal or a school representative shall present the recommendation for expulsion and the evidence supporting the recommendation.
4. The student and parents/legal guardian may:
 - a. Hear the evidence.
 - b. Ask questions of any witnesses or the school representative.
 - c. Present relevant evidence including witnesses.
 - d. Make a summary statement.
5. The body conducting the hearing shall, at the conclusion of the presentation of evidence and statement on behalf of the student, dismiss the student and parents/legal guardian. No further evidence shall be presented. The body shall deliberate and reach a conclusion. This decision is final.

WITHDRAWAL OR SEVERANCE FROM SCHOOL

Following the withdrawal or severance of a student who is required by state law to be enrolled in school, the school principal is to ascertain that the student has entered another school as stipulated by state law. If the student fails to do this within the required time period, it is the responsibility of the school principal to notify the attendance officer of the local public school district.

Following the withdrawal or severance of any non-resident student enrolled on a student visa, it is the responsibility of school administration to notify the appropriate immigration officials according to current immigration law.

SERVICES AND PROCEDURES

BEFORE AND AFTER SCHOOL SUPERVISION

Students should not arrive on campus before 7:00 a.m. Students who arrive on campus between 7:00 a.m. and 7:30 a.m. are expected to go directly to the elementary school building for supervision. Students are expected to leave campus no later than 30 minutes after dismissal of the last class of the school day. Grades 9-12 students remaining on campus who are not engaged in extra-curricular activities, tutoring, or work experience are expected to go to the After Care program at 4:00 p.m. Monday through Thursday and 1:00 p.m. on Friday until they are picked up. Parents must personally sign out their child(ren) with the After School Care supervisor. This will be the time used for billing purposes. **NO EXCEPTIONS!**

AFTER SCHOOL CARE BILLING POLICY FOR ACADEMY STUDENTS

Parents must sign up for After School Care if they plan to pick up their student more than 30 minutes after school is dismissed. Rates for After School Care are \$50.00 per month or \$5.00 per day for occasional use. Additional charges for late pick up from After School Care apply after 5:30 p.m. Monday through Thursday and 4:30 p.m. on Friday. The rate for late pick up is \$10 for every 15 minutes each student is picked up late. The late pick up fee is in effect at 5:31 p.m. Monday through Thursday and 4:31 p.m. on Friday.

LATE PICK UP

Beginning 4:01 p.m. Monday through Thursday and 1:01 p.m. on Friday Academy students not signed up for aftercare will be charged \$10 for every 15 minutes for each child picked up late. Parents must personally sign out their child with the After School Care supervisor. This will be the time used for billing purposes. **NO EXCEPTIONS!**

Questions or concerns regarding After School Care should be directed to the school office at 871-1591.

LIBRARY

The library provides a place for studying and research. Students should expect to maintain a study atmosphere at all times and to check out any materials which are removed from the room. Staff are available to assist as needed.

Fines:

- Five cents per day for overdue books.
- Five cents per hour for reserved books.
- Lost or damaged books will be charged according to the cost of replacement.

HEALTH ROOM

A room is available in the Administration Office for students who are ill and wish to lie down while waiting for a ride home. A pass from a teacher is necessary. Absences, credit for make-up work, and related course work are subject to the attendance policy. Books and other personal items are not to be brought to the Health Room (see medication at school).

LOST AND FOUND

A lost and found area is located in the school office. Please mark students' sweaters, jackets, backpacks, lunch boxes, etc. for easy identification. Parents are invited to check the lost and found at any time. Items remaining at the close of the school year are given to a charitable organization.

STUDENT ACCIDENT INSURANCE

Student accident insurance is provided for students at Bakersfield Adventist Academy. Medical expenses for accidents occurring during the hours and days when school is in session and while the student is attending school sponsored and school supervised activities are covered in accordance with the policy provided. The student accident policy information is available at registration and by contacting the business office anytime during the school year.

When an accident occurs for which there are medical expenses, school personnel will complete the school's part of the Accident Claim Form. Parents must complete their part of the Accident Claim Form and send it along with requested documents to the student accident insurance company.

Business Office personnel will assist parents by completing the school portion of the forms and providing contact information informing parents of deadlines for submitting the claim. All accidents must be reported within 90 days of the accident.

Accidents and emergencies should be reported immediately to the nearest staff member and appropriate medical personnel will be contacted. Accident report forms, available in the business office, should be completed as soon as possible if a student wishes coverage benefits from student accident insurance provided through the school.

HOME AND SCHOOL ASSOCIATION

An active Home and School Association is maintained by the parents and teachers of the community. All who attend BAA and their parents are part of the Home and School Association. This organization has proved itself to be a great asset to Bakersfield Adventist Academy and one that contributes greatly to the school intellectually, physically, and socially. The purposes of this organization are many. It is intended to bring the home and school into closer relationship so parents and teachers may cooperate in the spiritual and educational guidance of the youth. It also assists the school in supplying forms of social activity and recreation that will be beneficial to students in developing character. The Home and School sponsors many programs such as Open House, suppers, vespers, a school fair, and more. Be sure to join and be a welcome part of a group with a purpose! The goal of the organization is for all parents, teachers, and friends of Adventist Education to take an active part in the Home and School Association.

HOME SCHOOL

Bakersfield Adventist Academy provides the option for home school students to participate in some classes and field trips. Home school students enroll and pay entrance fee, fees for the class(es), insurance and record keeping. Up to four Kindergarten students may attend two days each week with the teacher and parent collaborating to teach the Kindergarten curriculum. Parents are encouraged to volunteer and participate with their student(s) in school activities.

ACCESS TO STUDENT RECORDS

Parents of current or former students have the right of access to the cumulative and permanent student records maintained by the school for the minor children in their family. A student or former student 18 years of age or older has the right of access to his/her own personal records. Access shall be granted no later than five days following the date of the request.

FINANCIAL INFORMATION

POLICIES AND PROCEDURES

The Bakersfield Adventist Academy Board attempts to keep the school charges as low as is consistent with good fiscal management. The board has adopted the following financial policies (*PUC 2120*):

- All outstanding school accounts, at BAA or elsewhere, must be settled prior to registration.
- Students who enroll late or who are absent for a time due to major illness will be given an agreed upon period of time to make up back work and receive full credit. Full tuition for time missed due to late enrollment or major illness will be charged if full academic credit is given.
- When a student withdraws from school, a parent or responsible party must file a "Withdrawal from School" form with the business office.
- Accounts are due on the 1st of each month, late by the 15th and if not received by the 30th, the student will remain out of school until the account is brought within financial policy. Statements are mailed by the 25th of each month.
- If an account becomes 30 days past due, the parent is expected to keep the child out until the account is brought current. If the account is more than 60 days, the student will be asked to withdraw from school unless satisfactory financial arrangements are made with the business office.
- Student accounts must be current in order to take quarterly, semester, and yearly final tests. The test permits are issued through the business office.
- Student accounts must be paid in full to participate in the commencement exercises or to receive a diploma.
- A fee of \$25.00 will be charged for a check that is returned for any reason. Checks returned for insufficient funds will be resubmitted without notifying the drawer. After three returned checks, payment must be made in cash, cashier's check or money order.
- Student accounts must be paid in full or satisfactory arrangements made with the business office before students are allowed to take part in overnight trips sponsored by BAA.
- BAA will not accept second party checks under any circumstances.
- BAA does not accept postdated checks.
- Credit will not be extended for the purchase of books, uniforms, music lessons, or lab fees.
- Payments may be made by credit card.

PAYMENT PROCEDURE

All payments are payable to Bakersfield Adventist Academy. Payments may be made electronically through the school's accounting service or mailed to 3333 Bernard Street, Bakersfield, CA 93306 or made in person at the school office.

CREDIT CARD PAYMENTS

All major credit cards are accepted for tuition payments and donations. Monthly payments may be set up for automatic payments through credit accounts according to parent or donor instructions.

FINANCIAL ASSISTANCE

Contact your local pastor or church board for information about your church's assistance program, Contact the pastor or principal about scholarships available through the Central California Conference and the Pacific Union Conference. Scholarship applications are available in the school office.

Applications for B.A.A. scholarships are processed through TADS, a scholarship assessment agency. The application deadline is June 15 for scholarships awarded for the 2017-2018 school year. Apply by going online at tads.com, set up a new login, complete the application. A \$34 processing fee covers all students in the family applying for scholarships.

WORK ON CAMPUS

A minimal number of students may be employed on campus. Before being considered for work on campus, a student must be enrolled and be in good regular standing. The Consent-Authorization-Emergency form must be submitted to the office and all necessary paperwork must be completed as required by the Central California Conference, the state and federal laws before beginning work on campus. State and federal laws require that a student must have passed his/her 14th birthday before starting work at the academy.

PREPAYMENT DISCOUNTS

Pay the full year before the school year begins to receive a 5% discount.

Pay half a year before each semester begins to receive a 2% discount.

TUITION DISCOUNTS

The following tuition discounts apply to families that have more than one student attending Bakersfield Academy:

5% discount for the second child

10% discount for the third child

15% discount for fourth and each additional child

The largest discount is to be applied to the lowest grade

EDUCATION SUBSIDY

If your employer offers education allowances for your child, you must apply at your place of employment and submit the signed authorization to the business office.

REGISTRATION FEE

| | | |
|------|-------|--|
| K-8 | \$300 | Due at registration to cover expenses of enrolling a student |
| 9-12 | \$400 | Due at registration to cover expenses of enrolling a student |

Discount for Payment in Advance

Full year tuition paid in advance – 5% Semester paid in advance – 2%

| TUITION AND FEES | | | | | | |
|----------------------------------|--|---|------------------|------------------|------------------|--------------|
| Grade Level | Registration Fee | Annual Tuition | 10 Month Payment | 11 Month Payment | 12 Month Payment | Annual Total |
| K-8 | \$300 | \$4,000 | \$400 | \$364 | \$334 | \$4,300 |
| 9-12 | \$400 | \$7,370 | \$737 | \$670 | \$615 | \$7,770 |
| DISCOUNTS | | | | | | |
| Full year paid in advance | 5% | Must be paid on or before registration day | | | | |
| Semester paid in advance | 2% | Must be paid on or before the first day of the semester | | | | |
| Family discount | 2 nd student 5%, 3 rd student 10%, 4 th student 15% | | | | | |
| FEES | | | | | | |
| Technology fee | \$50 | | | | | |
| Supplies for grades K-4 | \$30 | | | | | |
| After school care | \$50 per month or \$5 per day for occasional use | | | | | |
| High school locker fee | \$10 | | | | | |
| High school lab fees | \$25 per semester per lab class: Science, music, art | | | | | |
| High school books | Actual cost of online purchases | | | | | |
| High school PE uniform | \$15 | | | | | |
| Music tour | To be determined | | | | | |
| Athletics | Varies by sport and number of tournaments | | | | | |

INTERNATIONAL STUDENT F-1 VISA RATE

| | |
|------------------|--------------|
| Tuition | \$ 11,670.00 |
| Registration Fee | \$1,000.00 |

SECONDARY BOOK FEES

Each student in grades 9-12 must purchase books as required for his/her classes. A list of required books and online bookstores is available through the registrar.

TRANSCRIPTS

One transcript will be issued without charge. Written requests should be made to the registrar. Additional transcripts cost \$5.00 each. Expedited transcripts are sent at a charge of \$25.00.

AFTER SCHOOL CARE

Extended supervision is provided after school for an additional fee of \$50 per month or \$5.00 per day for occasional use.

ANNOUNCEMENTS AND NOTIFICATIONS

VISITORS

We welcome visitors but must ensure the safety of our students. Therefore, all visitors including parents and board members are required to sign in at the office during the instructional day (7:30 a.m. - 4:00 p.m.). At that time, a Visitor or

Volunteer sticker/name tag showing sign-in will be issued. An individual who would like to visit a class must make arrangements in advance in the school office. The office will make appropriate arrangements to visit classes. A student who wishes to visit a class other than his own must have the approval of all teachers concerned, whether the visit is for a normal class session, a field trip, or a party.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled for all parents/guardian at the end of the first quarter, first semester, and third quarter. Parents are strongly encouraged to attend. Parents are also encouraged to confer with the teacher at any time throughout the year. Appointments may be made with the teacher directly or through the office.

EMERGENCY DRILLS

FIRE DRILLS

Fire Drills are held at irregular intervals throughout the school year on a monthly basis. These basic rules should be followed:

- Check the posted instructions in each classroom indicating how to leave the building in case of fire.
- Walk quickly and quietly to designated area.
- Follow the instructions of staff members or fire officials,

A \$100 fine will be imposed for any tampering with fire extinguishers or fire alarms.

EMERGENCIES

- Follow the instructions of staff members or law enforcement officials.
- Walk quickly and quietly to designated area.

EARTHQUAKE AND LOCKDOWN DRILLS

- Earthquake and lock down drills are conducted periodically through the year, at least once each semester.

VIDEO SURVEILLANCE

Twenty-four hour video surveillance is used on school property to promote a safe and secure school campus for students, staff, and school community members. Video surveillance is used to safeguard against unauthorized entry on school property, vandalism, theft, damage, loss of property, and to monitor and review incidents related to the *Bakersfield Adventist Academy Emergency Procedures* plan.

WEATHER EMERGENCY

Weather emergency announcements will be aired on KERN AM 1180 and KGET Channel 17 to inform parents and students if there is a school closure or other weather emergency that affects school.

DISTRIBUTION OF NON-SCHOOL INFORMATION

The distribution or sale of any non-school related item on campus such as religious fliers, medications, pets, or food is not permitted without the express consent of the administration.

POLICY REVISION

Policies and procedures may be changed from time to time by the school. Changes will be made available either online or in writing and continued enrollment constitutes your acceptance of any changes to the policy.

GRIEVANCE PROCEDURE

Because communication sometimes breaks down and can result in misunderstandings, a grievance procedure has been established in harmony with the counsel of Jesus in Matthew 18. The student is our prime concern. Please follow these steps in case of a problem:

The guidelines in Matthew 18:

1. If you have a complaint about a specific problem, make arrangements to talk to the teacher involved. Include factual information. Describe the principle or rule that you believe has been violated and the impact that it has had on others. Make suggestions. Parents are asked not to approach teachers during the school day unless prior arrangements have been made.
2. If the problem is not resolved, contact administration. A parent-teacher-principal conference will be held. The principal will work with all parties involved to resolve the issues.
3. If any of the parties involved still feel that the problem is unresolved, that party may request that it be brought before the Administrative Council. This is done by contacting the principal and asking that the matter be placed on the agenda. Please provide the principal with the pertinent information and documentation.
4. If the problem is still unresolved the principal will place the problem on the agenda for consideration by the Board of Directors at the next regular board meeting.

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2020-2021 School Calendar

| July '20 | | | | | | |
|----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| August '20 | | | | | | |
|------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| September '20 | | | | | | |
|---------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

| October '20 | | | | | | |
|-------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
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| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| November '20 | | | | | | |
|--------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
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| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

| December '20 | | | | | | |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| January '21 | | | | | | |
|-------------|----|----|----|----|----|----|
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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| February '21 | | | | | | |
|--------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
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| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |

| March '21 | | | | | | |
|-----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
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| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| April '21 | | | | | | |
|-----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

| May '21 | | | | | | |
|---------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| June '21 | | | | | | |
|----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

- Registration
- School Closed/ Holidays
- First and Last Day of School
- End of Grading Period
- Half Day
- Teacher In-service
- 10 Month Teacher Contract
- Grades Posted

| Graduations | |
|----------------------------------|--------|
| Preschool Graduation | June 1 |
| 8 th Grade Graduation | June 3 |
| Consecration | June 4 |
| Baccalaureate | June 5 |
| Commencement | June 6 |