

# STUDENT HANDBOOK

## 2018-2019



*Spiritual • Academic • Physical • Social*



**LODI ACADEMY**

1230 S. Central Avenue • Lodi, CA 95240

209.368-2781 • [www.LodiAcademy.net](http://www.LodiAcademy.net)

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## INTRODUCTION

Welcome to Lodi Academy! We are glad you chose to spend the year with us. The Lodi Academy staff desire for the year to be positive and practical for you, and are committed to giving this year our best and putting every effort in to making it a success. Staff alone cannot “make” the year good without your cooperation. We realize that as a student you have a large part to play in helping this year to be a success. This Student Handbook will outline basic information and expectations that you need to know. By signing your application to attend Lodi Academy, you have agreed to uphold and abide by all policies written in the school handbook.

### **History**

Lodi Academy was established in 1908. It is a co-educational Christian high school operated under the jurisdiction of the Northern California Conference of Seventh-day Adventists. It is situated on a 40-acre tract on the southeast side of Lodi, California.

### **Accreditation**

Lodi Academy is accredited by the Western Association of Schools and Colleges (WASC) and the Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities. Lodi Academy offers all courses needed for entrance into the UC and CSU school systems. Those interested in applying for UC and CSU school systems should meet with the registrar for a list of all UC/CSU-required courses.

### **Philosophy**

The goal of Christian education is to restore in man the image of God which was lost with the entrance of sin. The revelation of God to man through Scripture, through His Son, and through nature is the basis for Christian education. This means that Christian education is concerned with the whole person: spiritually, mentally, physically, socially, and practically.

The primary purpose for attending a Christian school is to receive an education that will fit each person for this life and the life to come. While the staff has a responsibility to uphold and promote Christian ideals, the main function of a school by definition is to prepare the student academically. Thus the academic program must take precedence over other programs the school offers.

### **Nondiscrimination Policy**

Lodi 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. Lodi Academy makes no discrimination on the basis of race, color, ethnic background, country of origin or gender in administration of its educational policies, admissions policies, scholarship programs and extracurricular programs.

## LODI ACADEMY'S SCHOOL WIDE GOALS

Lodi Academy strives to present students with the opportunity to emulate Jesus Christ as described in the gospels.

“And Jesus increased in wisdom and stature, and in favor with God and man.”  
- Luke 2:52

### **I. Wisdom (Mental):**

- a. Complex thinkers;
- b. Culturally enriched scholars;
- c. Effective Communicators;
- d. Technological problem solvers.

### **II. Stature (Physical):**

- a. Physical fitness participants;
- b. Positive life-style advocates.

### **III. Favor with God (Spiritual):**

- a. Internalize Christian values;
- b. Mature through discipleship activities;
- c. Participate in Christian fellowship;
- d. Discover innate talents through service.

### **IV. Favor with Man (Social):**

- a. Develop life skills;
- b. Engage in service activities;
- c. Value diversity;
- d. Respect/Love humanity;
- e. Communicate compassionately.

## BASIC CALENDAR

August	13	First day of school
	16	Back to School Night
	22-26	Senior Yosemite Experience
	30-31	All School Campout
September	3	No School (Labor Day Holiday)
	7-9	MBA Flag Football Tournament
	12-14	IOWA/CogAT Testing
	18-25	East Coast US History Trip (Juniors/Seniors)
	24-28	Sophomore Biology Trip
October	5-7	Rio Flag Football Tournament
	12	End of 1 <sup>st</sup> Quarter
	19-21	Junior-Senior Bible Retreat @ Leoni Meadows
November	19-23	Thanksgiving Week Break
December	6	Lodi Parade of Lights
	18-20	1st Semester Finals
	20	End of 1 <sup>st</sup> Semester
	21-Jan 4	Christmas Vacation
January	7	School Resumes
	21	No School (Martin Luther King Jr. Holiday)
February	1-3	Freshman-Sophomore Bible Retreat @ Leoni Meadows
	18	No School (Presidents' Day Holiday)
March	8	End of 3 <sup>rd</sup> Quarter
	25-29	No School (Spring Break)
April	12-14	Alumni Weekend
	22-26	Spring Week of Prayer
	29	No School
May	22-24	2 <sup>nd</sup> Semester Finals
	24	End of 2 <sup>nd</sup> Semester (180 total days)
	25 & 26	Graduation Weekend
	26	Commencement - 10 am

Detailed calendar information may be accessed at [www.lodiacademy.net](http://www.lodiacademy.net).

## ACADEMIC CREDIT

In order to receive academic credit for class work done outside of Lodi Academy's regular schedule, a student must make prior arrangements with the Registrar or Principal. Credit will not be recognized unless prior permission has been granted by Administration.

## ACADEMIC INTEGRITY

These guidelines support the belief of the Lodi Academy community that the goal of a good education is not just academic learning but is also the development of a strong and admirable character. To that end, these guidelines are designed to inform and assist students, teachers, parents and administrators in promoting honesty in all aspects of schoolwork, enabling students to acquire honor and self-respect and to experience genuine academic achievement.

### **“Build for Character, Not for Fame”**

Cheating is defined as, but not limited to, the following:

#### **You are cheating if:**

- You copy or allow to be copied any assignment by any method
- You use any unauthorized aid on quizzes, tests, or exams
- You steal, possess or view a copy of a test beforehand
- You give or receive help on a test
- You take someone else's work and submit it as your own
- You scan, alter or forge any school document
- You plagiarize, meaning you submit material written or designed by someone else without giving the author/creator credit or naming the source, or you submit work created by family, friends, or tutors.

**Above all, you are cheating yourself of genuine learning when you copy or cheat in any manner.**

Any incidence of cheating will result in disciplinary action. 1<sup>st</sup> offense: Zero (0) on the assignment and conference with the teacher with parental notification. 2<sup>nd</sup> offense: Zero (0) on the assignment and conference with teacher, parents and principal. 3<sup>rd</sup> offense: Suspension. 4<sup>th</sup> offense: Administration action.

## ACADEMIC PROBATION

The goal of our academic-probation policy is to assist in early identification of concerns and to help motivate students to meet and maintain a high standard while at Lodi Academy. A student will be placed on academic probation when he/she receives any letter grade of D, F, or I or when his/her GPA drops below 2.0 at the mid-term grade check (4 ½ weeks) or at the end of the 9-week grading period.

1. On the first occurrence (possibly at the first 4 ½ week grade check), the student and parents will receive a warning notice before being placed on academic probation. This notice will outline the consequences of being placed on academic probation if the student's performance does not improve. Both must sign and return this letter of notification within one week. There will also be a homework contract required for the class or classes in which the student has a low grade. Athletic eligibility does NOT have a warning notice due to CIF and league rules (see athletic eligibility policy on p. 8 & 9).

2. The second time this happens, the student will officially be placed on academic probation until the next grade check or grading period (each 4 ½ weeks). The student and parents will receive a notice of academic probation which includes a weekly homework contract to be signed by the student, parent, and teacher(s) for any class(es) in which the student has a D, F, or I. A mandatory meeting with student, parent, and administration will take place within one week of being put on probation. Academic restrictions while on academic probation include:
  - A mandatory meeting with student, parent, and administration
  - Loss of off-campus lunch privileges
  - Restriction on cell phone usage (may be turned in to the office or study hall supervisor)
  - Loss of eligibility for any elected offices for the rest of the year (Class office, Student Association)
  - Loss of eligibility for athletics (see athletic policy on page 8 & 9).
  - While we want students to be involved in extra-curricular activities, they may be restricted from participation in school-sponsored events that involve out of class time.
3. If still on academic probation, a meeting will be held with the student, parents, and administration.

Any special exceptions or variations to this policy must be presented in writing and will be handled on a case-by-case basis.

### **ADMISSION PROCEDURE**

In order to process a new student application, we need the following:

1. A New Student Application, along with:
  - a. Two completed reference forms (to be mailed in by those filling them out)
  - b. Student Questionnaire
  - c. Transcript / Most recent grade report
  - d. Most recent standardized test results
  - e. Birth Certificate
  - f. Immunization Record
2. When all items have been received, an appointment will be made for the prospective student and at least one parent to meet with the admissions committee.
3. Upon receiving a written acceptance letter, a student must obtain a completed medical examination form and return it to Lodi Academy before school starts in August. Note: Physical examinations are required of new students entering Lodi Academy, regardless of grade.
4. California State Law requires that a current immunization record must be on file in the office.
5. Registration is not completed until all forms have been turned in. No grades can be issued until registration is complete. If registration is not completed within thirty (30) days of a student's first day of attendance, he/she will not be permitted to attend classes until the matter is resolved.
6. Lodi Academy admits students of any race or religion and extends to all the rights and privileges, programs, and activities generally accorded or made available to its students.

## **ADDITIONAL CREDIT**

When enrolled at Lodi Academy, online/correspondence courses and summer school courses can be taken for the following reasons:

1. As enrichment or to take a course not offered at Lodi Academy.
2. To make up a course that was failed.
3. To help the student achieve college preparatory status.
4. At the discretion of the administration.

To take courses outside of Lodi Academy, a student must submit a written request signed by a parent. The parent(s) will be notified in writing whether or not the request is approved.

Please see the registrar for a list of approved schools. If taking a course through a college, please note that dual credit cannot be granted unless the college requires the granting of college credit.

## **ADVANCED STUDY**

Freshmen and sophomores who wish to take upper-class subjects must maintain a 3.0 G.P.A. or above.

## **ANNOUNCED RULES**

The rules in this handbook are not exhaustive and may be subject to modification during the school year. Lodi Academy will strive to communicate any new rule or modification in writing 30 days prior to it going into effect. Announced rules during the school year are as binding as written rules and will be added to the handbook.

## **ASBESTOS**

Lodi Academy has been checked by a certified asbestos inspector. The asbestos in the school is in a non-friable condition and presents no hazard at the present time. It is checked at periodic intervals to ascertain any change in the material. The report is available for viewing in the office. Please allow five working days for your request.

## **ATHLETICS**

### **Our Philosophy of Athletics**

At Lodi Academy, we believe in educating the whole person mentally, physically and spiritually. Participation in Interscholastic Athletics provides students with these aspects of education.

Participation in Interscholastic Athletics provides student-athletes with the opportunity to push themselves mentally by allowing them to think and work through situations within the team concept. Students are expected to maintain an acceptable academic standing and to strive for excellence in the classroom.

Student-athletes learn physically through training, practice and participation in all team related activities. Participants are motivated to achieve their personal best, thus helping the team to reach its full potential.

Spirituality is an emphasis in every game and practice. Coaches emphasize Christian principles in daily dealings with players. Players are taught to compete as a Christian, putting God first, team second and self last. Respect for opponents, teammates, coaches

and officials is the first step in showing a Christ-like character to those that we come in contact with. Our primary goal is to elevate the reputation of Jesus Christ.

Life principles are taught through participation in athletics at Lodi Academy. Each day individuals are faced with challenging situations and tough decisions. A student-athlete is continually challenged mentally, physically and spiritually while participating in athletic events. We hope to equip our student-athletes to appropriately deal with situations that they are faced with in all areas of life.

It is our belief that competitive athletics can be a very positive educational tool. With the right spirit of participation, athletics teach commitment, discipline, and the spirit of competition as used in our society on a day-to-day basis. We would encourage every young man and woman to become involved in our athletic program. We believe that winning and losing have important and very basic lessons to teach young people. As a department and as individuals, we will dedicate ourselves to work with, guide, and direct our young athletes toward the positive aspects of athletics and good sportsmanship in conjunction with our Seventh-day Adventist beliefs and principles.

We believe that young people benefit from athletics.

The Athletic program here at Lodi Academy helps students to:

- be a Christian witness in the community
- learn responsibility and discipline
- increase school spirit and ownership
- insure that student athletics remain “student first”

## **ATHLETICS - ELIGIBILITY**

In order to be eligible to play, each student must:

- 1) Maintain a GPA of 2.0 including no D's, F's, or Incompletes, including attendance. Fall eligibility will be determined from the final grade report from the previous semester. After that, grades will be checked every 4 ½ weeks for a total of four times per semester. During this time students have the opportunity to bring up an unsatisfactory grade.
- 2) Students not meeting this standard will be classified as ineligible until the next grading report is posted and the academic eligibility requirements are satisfied. Ineligible athletes may not participate in games, special activities or team travel.

**Students are required to have a sports physical before they are eligible to play in any practices or games. A new physical is required each school year. NCC Sports Physical Forms are available in the office and on our website.**

A new mandate by the Northern California Conference now requires all coaches and volunteers, paid or unpaid, who come in regular contact with students/athletes, must complete the Live-Scan and background check.

Volunteers at Lodi Academy need to fill out the volunteer paperwork, which is available in the office or online, and go through the fingerprinting procedure. There is a cost for both evaluations. The school will continue to pay for the athletics volunteer background checks plus reimburse coaches and regular drivers for the fingerprinting process.

## **ATTENDANCE POLICIES**

Regular school attendance is a critical factor in achieving academic success and is also an important component of responsibility for post high school endeavors - whether attending college or in the workplace. The value of the daily classroom interaction between teachers and their students cannot be duplicated or substituted in any way. When students are absent they miss out on meaningful classroom discussions and explanations. Every day, teachers provide activities, labs, tests and quizzes that enhance and measure the learning experience of their students. Not only will the student miss out on the learning experience, but their participation and input is valuable to the class and missing class even one day will impact their grade. To help assure regular and punctual attendance, absences and tardies will be strictly monitored. Attendance will be taken for all classes, chapels and study halls. The attendance record will become a permanent part of a student's cumulative record.

### **Attendance grade**

An attendance grade will be issued each quarter and becomes a part of the student's grade report. It will not be included in their GPA, but will impact a student's eligibility for participation in co-curricular activities and student offices.

Attendance grades will be based on the following: (Students accumulate points)

A+	0 points
A	1-2 points
A-	3-4 points
B+	5-6 points
B	7-8 points
B-	9-10 points
C+	11-12 points
C	13-14 points
C-	15-16 points (eligibility level for extra-curricular activities)
D+	17-18 points
D	19-20 points
D-	21-22 points
F	23 points or more

Unexcused Absence = 3 points

Unexcused Tardy = 1 point

Tardy 10+ minutes = 2 points

- Block periods count as two periods when assigning points.
- Students begin each new quarter with 0 attendance points.
- Excused Absences-death in the immediate family, mandatory court appearance, prearranged absences, school-required activities, and unavoidable medical appointments with a doctor's note. Medical/dental appointments should be scheduled outside of class time whenever possible.

- Illness (written note required for documentation)
- Family Time-Family activities that cannot be scheduled outside class time, such as weddings or family reunions, may be excused with prior arrangements (see prearranged absences). **Up to five (5) school days may be used. Any days after that will be unexcused.** Families are encouraged to schedule vacations outside of the school year.

A valid written excuse written by a parent, guardian, teacher or doctor related to the student's illness, medical appointments, or a death in the family, will be accepted to excuse the tardies or absences. These excused tardies and absences do not affect the attendance grade.

### **Attendance practices and policies**

- In case of illness or emergency, parent(s)/guardian(s) are requested to call the office at (209) 368-2781 by 9:00 a.m. or as soon as possible on the day of the absence.
- On the first day back to school after the absence, you need to provide a written excuse stating the student's full name, date of absence, reason for absence, and parents' signature.
- Written excuses must be submitted to the office within 5 school days of the absence or tardy. Any not excused within five (5) school days will remain unexcused.
- It is the student's responsibility to monitor RenWeb for posted absences and tardies. In the event of error, student must see teacher for correction. Acceptance of late homework is at the discretion of each teacher. Check class syllabus for specific classroom procedures
- Unacceptable attendance excuses include: oversleeping; repeated traffic or car-pool problems; getting a text or phone call, or forgetfulness. However, a student may be allowed up to 2 traffic-related "grace" tardies in a quarter.
- A student may be dropped from a class after missing 15% of the instructional time (or upon the 7th absence in one quarter). This does NOT include school-related trips or absences. (Extended illnesses will be dealt with on an individual basis).
- Students who miss school due to illness or medical reasons will be allowed the same number of days to make up any missing work.
- Students who miss school due to a school-sponsored event need to turn in their homework due on that day - before departure.
- Students participating in after school events must be in attendance at school on that day for a minimum of half the school day. It is not permissible to be absent from school, especially due to illness, yet participate in after school events on that same day.

### **Tardies**

A student not present at the start of class when the bell rings is considered tardy. It is the student's responsibility to:

1. Bring a note from another staff member when held by that person.
2. Turn in a note to the office if the tardy is excusable.
3. Inform the teacher of his/her presence upon arrival to class appropriately.

Each teacher has her/hers own tardy policy and consequences within their classroom that will be printed in their course outline.

### **Prearranged absences**

Parents and students may make arrangements for personal/family days prior to the time a student will be absent from school.

- Pre-arranged absence forms are available in the school office and must be completed and turned in at least one (1) week prior to the first day of the absence.
- The school faculty may approve prearranged absences with consideration given regarding purpose of request; frequency of requests, attendance history and academic grades (includes status of class assignments and homework).
- If the absence is not approved, parents and students must understand that these absences will be counted as unexcused if the student does not attend school on these days and the student will not be assigned makeup work.
- A maximum of five (5) school days will be allowed each school year.
- Personal days not prearranged will be recorded as UNEXCUSED.
- Prearranged absences are generally not approved during final exams.

### **Leaving campus**

Students are not permitted to leave campus once they arrive to start the school day unless they have permission to leave campus during the lunch period. Permission granted by parents to leave for lunch does not give a student permission to leave at any other time of day. If a student must leave campus prior to the close of school, permission of the parent/guardian must be granted to office personnel.

- In case of illness, a student must check out at the office.
- In case of an emergency or an approved appointment, permission to leave campus may be obtained at the office where the student must sign out.
- Students with a 9th period Leave Pass are expected to leave campus by the time 9th period begins.
- A student who leaves campus without permission will be given truancy and his/her parents will be notified.
- It is critical that the office be aware of the location of all students.

Note: All students are required to sign in and /or out at the school office (even when parents have submitted prior notification). Students leaving without signing out will be considered truant.

### **Truancy**

A student is considered truant if he/she is absent from school without knowledge and consent of parents and school officials. Truancy is considered an unexcused absence with no opportunity to make up work. This includes leaving school before the end of the day without permission, or staying out of any part or all of a scheduled class without permission. Parents will be notified if a student is truant during the school day.

## **BANQUETS**

Lodi Academy occasionally has school banquets planned by the S.A. or other student organizations. Because enrollment at Lodi Academy is an indication of a desire to associate with fellow Christian students, students are encouraged to attend banquets with other Lodi Academy students. However, with parental and staff approval, juniors and seniors may invite off-campus guests of high school or college age provided they follow the guidelines for the activity. A Banquet Guidelines form is available in the school office and must be completed and turned in by posted deadlines. All requests to bring off-campus guests will be reviewed and considered by the faculty and staff, who reserve the right to deny requests. Off-campus guests will be charged a non-student fee.

Occasionally Lodi Academy will sponsor formal Banquets. Exceptions to the dress code for these events must be approved by the school administration or parent designees.

## **CAFETERIA LUNCHES**

The cafeteria, the Titan Café, serves lacto-ovo vegetarian meals Monday through Thursday. Students are expected to eat in designated dining areas. Students may purchase lunch tickets from the school office.

## **CAMPUS MINISTRIES**

Campus Ministries is an opportunity to learn spiritual leadership skills while providing for others. This opportunity is meant to be a vehicle to discover a life-long ministry for each student.

## **CAMPUS VISITORS**

All Visitors are required to check in at the office upon arrival on campus during the school day. Students may, with the approval of their parents and the administration, bring a prospective student to visit for a day. Student visitor request forms are available in the office and are to be turned in for approval at least 48 hours in advance.

## **CELL PHONES & ELECTRONIC DEVICES**

Cell phones or the use of electronic equipment (including iPods) are not to be used or heard in the classroom or chapel unless given permission by the teacher for academic purposes. Students are not to leave class to answer their cell phones. If a student uses an audio device or cell phone for talking, texting, or it becomes a distraction during class in any other way - the item will be taken away immediately by the teacher and given to administration. **A parent must pick up the phone.** It is the student's responsibility to see that his/her cell phone is turned off in class. Any disruption of class - even silent vibrate mode if the "buzzing" becomes audible and distracts class - is not acceptable. This policy also applies to student work after school, unless permission is given by the individual supervisor.

## **CHECK OUT/END-OF-SEMESTER CHECKLIST**

Each students will need to complete and return the checklist to the main office at the end of the semester. Checklist items include: business office/financial; textbook return; library IUOs or book return; PE Department - Athletic uniform return; school locker clean-out; cafeteria and office IOUs; Music Department - instrument or music return.

## **CLASS AUDITING**

No class may be audited.

## **CLASS CHANGES**

Changes of class programs are based on the following guidelines:

- Students may not join a class after the 3rd week of the class term;
- To add or drop a class or Study Hall the student must file with the Registrar's Office a Class Change form signed by the parent(s) and the instructors involved
- Students are expected to attend originally scheduled classes until completed forms and fees are submitted to the registrar.

## **CLASS IDENTIFICATION**

Freshman: Any first-year high school student.

Sophomore: Has completed 60 semester units of credit.

Junior: Has completed 115 semester units of credit.

Senior: Has completed 170 semester units of credit. The student must be enrolled in a minimum of 25 units per semester to be a member of the class.

## **CLASS WITHDRAWAL**

Students dropping a class within three (3) weeks of semester tests will receive a "WF."

## **COMMUNITY SERVICE**

Lodi Academy is "the school that trains for service." Once each quarter, the school replaces classes with a Community Service Day. Staff and students participate in making a difference through service activities such as helping the elderly or disabled, Adopt-a-Highway program, and other Community Projects. We feel that real concern for our community is a witness of our faith. All students are required to participate on these days. To meet the graduation requirements of 25 community service hours for each year of attendance at Lodi Academy, students must document their hours in the school office.

## COURSE DESCRIPTIONS

### APPLIED ARTS

#### *Computer Applications*

Grade: 9                      Credit: 10

Prerequisite: None

This required one-year course for freshmen (beginning with the class of 2022) is an introduction to different aspects of computers. Students will learn aspects of common applications such as word processing, desktop publishing, internet searching, and spread sheets. Time will also be spent learning the basics of Sketchup and Hypertext Markup Language. Emphasis will be placed on what students can use to enhance their work for other classes. School-wide Goals: 1a, c & d.

#### *Advanced Computer Applications - Graphic Design Emphasis*

Grades: 10-12              Credit: 5

Prerequisite: None

This elective course will explore graphic design concepts. Components of the course may include photo editing, logo design, and business design elements. School-wide Goals: 1a-d, 4a.

#### *Introduction to Computer Programming*

Grades: 10-12              Credit: 5

Prerequisite: None

This elective course will be an introduction to computer programming and coding. Elements may include web design using Java and Scratch, and will include the exploration of computer programming concepts and real-world application. School-wide Goals: 1a-d, 4a.

#### *Life Skills*

Grade: 10                      Credit: 10

Prerequisite: None

Life Skills is comprised of the following two one-semester components:

- Life Skills - Art Emphasis

This one-semester course will cover practical knowledge students will need when they first live 'on their own'. It will cover:

1. Cooking and Sewing
2. Watercolor and oil painting
3. Sculpting and Ceramics
4. Tie-dye production

School-wide Goals: I a-d, III c & d; IV a-c.

- Life Skills - Shop

This one-semester course will cover practical knowledge in the areas of:

1. Automobile ownership, basic user maintenance, operational costs and care.
2. Basic elements of digital photography.
3. Wood Working machine safety and basics of working with wood.

School-wide Goals: I a & d; IV a.

### *Robotics*

Grades: 9-12                      Credit: 2.5/semester

Prerequisite: None

This elective course will involve a multidisciplinary varsity team of students who will design, build, and demonstrate a robotic system, including all sensing, computation, and actuation. The specific task, such as moving robots, changes each year, and is designed to be challenging for ambitious students. Robotics class will compete in the NAD robotics league at the end of the school year. School-wide Goals: 1a, 1d, 3d, & 4a.

### RELIGION

#### *Religion I*

Grade: 9                              Credit: 10

Prerequisite: None

An exploration of God's existence, who He is, what He is like, and how we can have a real relationship with Him. A study of Jesus' birth, His childhood, baptism, temptation, ministry in the Passion Week, and His death and resurrection. A deeper understanding of origins and Sabbath. A survey of Old Testament stories to experience God's gift of grace and an understanding of God's desire to have an intimate and unique relationship with us. School-wide Goals: III a & c; IV b, d & e.

## **Religion II**

Grade: 10

Credit: 10

Prerequisite: None

A study of the Old Testament stories of Hosea, David and Ruth will reveal the characteristics of individuals who lived their lives after God's own heart. Jesus' messages and eternal truths will be surveyed for personal impact. The birth of the early church brought challenges and wonder as the Holy Spirit was poured onto people committed to living after God's own heart. Service and personal discipleship will be studied in the context of living after God's own heart, connected to Jesus and the ways in which we relate to the world around us.

School-wide Goals: I c; III a-c; IV b & e.

## **Religion III**

Grade: 11

Credit: 10

Prerequisite: None

We will seek to understand the nature of the Bible as enduring, trustworthy and true, and as seen throughout history. Study will include issues of inspiration, history and purpose of the Bible. The narratives and prophecies of Daniel and Revelation will be studied with an eye for past history, present application, and future wisdom. Adventist church history will be studied with a particular focus on Biblical doctrine and theological concepts, found throughout scripture, that can provide guidance in the life of the student. School-wide Goals: I a-c; II b; III a-d; IV c-e.

## **Religion IV**

Grade: 12

Credit: 10

Prerequisite: None

Worldview and Religions looks at the differences between Christianity and other world faiths and worldviews. This ends with a research project on a faith of the student's choice. Personal devotional time and a focus on a relationship with God are emphasized throughout the year. Marriage & Family focuses on emotional, social and physical aspects of dating relationships. Students will research and plan a Senior Wedding based on an historical period, culture or religion. Following the Senior Wedding, students will learn more about marriage and family from a Christian, biblical point of view.

School-wide Goals: I a, c & d; III a-d; IV a, c, d & e.

## **COMMUNICATION SKILLS**

### **English I - Myths & Legends**

Grade: 9

Credit: 10

Prerequisite: None

*This course is approved to meet the "b" requirement for admission to the UC/CSU system.*

Legendary heroes like Odysseus, Perseus, and King Midas from Ancient Greece, Romeo and Juliet, Ali Baba, Mulan, Thor, and the fishermen within the Mexican folk tale *The Pearl* will be studied. Contemporary mythology - like *The Secret Life of Walter Mitty* and *Finding Nemo* - will be examined, as we look for patterns in folklore. Three chapters from the Gospel of Matthew that make up the Sermon on the Mount will be a primary focus for our classroom as we seek to understand literature through this Christian perspective. This class will consist of frequent pop quizzes, daily assignments, speeches, research methods and projects, vocabulary and grammar tests, in-class activities, cooperative learning assignments, unit exams, short lectures, and multimedia presentations.

School-wide Goals: I a-d; II b; III a; IV c.

### **English II - World Literature**

Grade: 10

Credit: 10

Prerequisite: None

*This course is approved to meet the "b" requirement for admission to the UC/CSU system.*

Students partake in a survey of stories from around the world in collaboration with sophomore World History: China, West Africa, India, Ancient Rome, Germany, and Contemporary Latin America. While global literature is an important focus, students will also learn new vocabulary, practice modern research methods, and study grammar and writing. The three chapters from the Gospel of Matthew that make up the Sermon on the Mount will be a primary focus for our classroom as we seek to understand literature through this Christian perspective. This class will consist of frequent pop quizzes, daily assignments, speeches, research methods and projects, vocabulary and grammar tests, in-class activities, cooperative-learning assignments, unit exams, short lectures, and multimedia presentations.

School-wide Goals: I a-d; II b; III a; IV c.

### **English III - American Literature**

Grade: 11                      Credit: 10

Prerequisite: None

*This course is approved to meet the “b” requirement for admission to the UC/CSU system.*

Students partake in a survey of stories from across the United States and in collaboration with junior American History: Native mythology, slave narratives, Revolutionary and Civil War poetry, realist and romantic fiction, transcendental philosophy, modernist novels *The Great Gatsby* and *Of Mice and Men*, and contemporary voices of the American Experience. The three chapters from the Gospel of Matthew that make up the Sermon on the Mount will be a primary focus for our classroom as we seek to understand literature through this Christian perspective. This class will consist of frequent pop quizzes, daily assignments, speeches, research methods and projects, vocabulary and grammar tests, in-class activities, cooperative-learning assignments, unit exams, short lectures, and multimedia presentations.

School-wide Goals: I a-d; II b; III a; IV c.

### **English IV - Love & Death in British Literature**

Grade: 12                      Credit: 10

Prerequisite: None

*This course is approved to meet the “b” requirement for admission to the UC/CSU system.*

Senior English focuses on British Literature from the medieval monsters of Beowulf to muddy trenches of WWI. Along the way, the greatest British poets and novelists are introduced: William Shakespeare, Margery Kempe, Oscar Wilde, Geoffrey Chaucer, Percy Shelley, Lord Byron, and others. The three chapters from the Gospel of Matthew that make up the Sermon on the Mount will be a primary focus for our classroom as we seek to understand literature through this Christian perspective. This class will consist of frequent pop quizzes, daily assignments, speeches, research methods and projects, vocabulary and grammar tests, in-class activities, cooperative-learning assignments, unit exams, short lectures, and multimedia presentations.

School-wide Goals: I a-d; II b; III a; IV c.

### **English IV - A.P. English Literature & Composition**

Grade: 12                      Credit: 10

Prerequisite: A or B+ in previous English classes; minimum cumulative GPA of 3.5, willingness for extensive reading and writing, diagnostic testing and administration discretion.

*This course is approval to meet the “b” requirement for admission to the UC/CSU system.*

Through an examination of canonical poetry and classic books like *Frankenstein*, *Othello*, *1984*, and *Heart of Darkness*, seniors will strive for a college-level understanding of literature with the assistance of Thomas Foster’s *How to Read Literature like a Professor*. Presentations, passage analysis, and essay writing will all combine as students learn a new language of literary terms to better understand the great texts. A standardized, nation-wide test will be administered at the end of the course, for which college credit can be earned. School-wide Goals: I a-d; II b; III a; IV c.

### **Yearbook**

Grade: 9-12                      Credit: 2.5/semester

Prerequisite: None

*This course is approved to meet the “f” requirement for admission to the UC/CSU system.*

This is an elective class which meets twice weekly, to produce the school's yearbook, *The Lodian Light*. Applications for editor are accepted in the spring for the following year and are reviewed by previous editorial staff and advisers and subject to faculty approval and fulfilling the eligibility requirements. Instruction will be given on publication design, typography, photography / photojournalism, copy editing and writing. This class may be repeated for credit.

School-wide Goals: I a, c & d.

## FINE ARTS

### **Video Production**

Grades: 9-12                      Credit: 2.5/semester

Video Production is an elective course designed for students with an interest in video communications. Students will plan, prepare, design, develop, edit, and evaluate video from a communication and entertainment perspective. Students will develop and demonstrate skills in technological literacy, critical thinking, and problem solving. Videos produced by this class will be shown at various venues including Lodi Academy, Lodi SDA Elementary, Northern California Conference events, and local churches.  
School-wide Goals: I c; III a-d; IV b-e.

### **Band**

Grade: 9-12                      Credit: 5/semester

Prerequisite: Must be able to play an instrument;  
Teacher approval

*This course is approved to meet the “f” requirement for admission to the UC/CSU system.*

Band is for students interested in wind or percussion instruments. Opportunity is provided for musical growth and instrument proficiency. **Public performance is a requirement.**  
School-wide Goals: I a, b & d; III c & d; IV a-c.

### **Choir**

Grade: 9-12                      Credit: 2.5/semester

Prerequisite: None

*This course is approved to meet the “f” requirement for admission to the UC/CSU system.*

Choir is open to students who are interested in learning to sing a part and participate in group singing and performance. An audition for part placement will be given. **Public performance is a requirement.**  
School-wide Goals: I b; III a, c & d; IV a-c.

### **Music Appreciation**

Grade: 11-12                      Credit: 10  
Prerequisite: Must be concurrently enrolled in Band or Choir for the performance aspect of the class

*This course is approved to meet the “f” requirement for admission to the UC/CSU system.*

Students perform beginning, intermediate, and advanced level literature from various selected eras of musical histories. In addition to the techniques of rehearsal and performance, the students learn the theory and history of the music performed. This course requires a performance component that can only be met by concurrent enrollment in band or choir - extra credit not granted for band or choir when enrolled in this course.

School-wide Goals: I a, b & d; III c & d; IV a-c.

### **Lodian Singers**

Grade: 9-12                      Credit: 2.5/semester

Prerequisite: Audition; Teacher approval

*This course is approved to meet the “f” requirement for admission to the UC/CSU system.*

This elite choir is open to students by invitation and audition only. This group is the school's touring choir representing the school at various community functions. Membership is contingent upon successful participation in the choir. **Public performance is a requirement.**  
School-wide Goals: I b; III a, c & d; IV a-c.

### **Music Lessons**

Grade: 9-12                      Credit: 1/semester

Prerequisite: None

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. Some academic credit is available depending on the amount of time devoted to lessons and practice. Private and group vocal, keyboard, and instrumental lessons are available.

## FOREIGN LANGUAGE

### *Spanish I*

Grade: 11-12                      Credit: 10

Prerequisite: None

*This course is approved to meet the “e” requirement for admission to the UC/CSU system.*

This course begins the first year with the principal emphasis of understanding the language and learning to speak it through the study of grammar and vocabulary. It also attempts to build a better understanding of the customs, language, and peoples of the Hispanic world.

School-wide Goals: I a-c; IV a, c & d.

### *Spanish II*

Grade: 12                              Credit: 10

Prerequisite: “C-“ or better in Spanish I

*This course is approved to meet the “e” requirement for admission to the UC/CSU system.*

This course seeks to expand the student’s knowledge of grammar and vocabulary so that he/she may communicate and understand the language on a more advanced level.

School-wide Goals: I a-c; IV a, c & d.

## MATHEMATICS

### *Introduction to Algebra*

Grade: 9-10                      Credit: 10

This course is a review of the fundamental mathematic concepts and principles and is designed to lay a foundation for students to advance successfully into Algebra I.

School-wide Goals: I a-d; IV a.

### *Algebra I*

Grade: 9-10                      Credit: 10

*This course is approved to meet the “c” requirement for admission to the UC/CSU system.*

This course covers the following Algebra I topics including variable expressions and equations,

properties of real numbers, Cartesian coordinate system, slope, functions and graphing, ratios, proportions, percent of change, solving systems of linear equations and inequalities, quadratic and exponential functions, radical and rational expressions, introduction to statistics and probability, and right triangle trigonometry. Problem solving is emphasized.

School-wide Goals: I a & d; IV a & c.

### *Algebra II*

Grade: 11-12                      Credit: 10

Prerequisite: “C” or better in Algebra I; “C” or better in Geometry

(See instructor if you’d like to take this course and do not meet the prerequisite).

*This course is approved to meet the “c” requirement for admission to the UC/CSU system.*

This is an extension of Algebra I with a great degree of abstraction and more difficult exercises with systems of equations and inequalities, quadratic and polynomial functions, radical and rational equations. Matrices, complex numbers, exponential/logarithmic relations and conic sections are developed. Discrete mathematics, trigonometric functions, graphs, and identities are included. This is an elective class for the more capable mathematics student.

School-wide Goals: I a & d; IV a & c.

### *Geometry*

Grade: 10-11                      Credit: 10

Sophomore Prerequisite: “C-“ or better in Algebra I  
Junior Prerequisite: Successful completion of Algebra I

*This course is approved to meet the “c” requirement for admission to the UC/CSU system.*

This is the study of two and three dimensional geometric structures including a system of logic whereby shapes can be related to ideas. Emphasis is given to the use of inductive and deductive reasoning. Postulates and theorems relating to parallel and perpendicular lines, types of angles, and congruency are included. Introduction to writing proofs, transformations, polygons, circles, surface area and volume are part of this course.

School-wide Goals: I a & d; IV a & c.

### ***Pre-Calculus***

Grade: 11-12                      Credit: 10

Prerequisite: “B-“ or better in Algebra II  
(See instructor if you’d like to take this course and do not meet the prerequisite).

*This course is approved to meet the “c” requirement for admission to the UC/CSU system.*

This is an integrated class culminating the process of acquiring the fundamental skills of geometry, trigonometry and algebra II. The class covers functions from a calculus perspective, including advanced exploration into power, polynomial, rational, exponential and logarithmic functions. Introduction into functions on the unit circle, trigonometric identities, graphing trigonometric functions, and inverse trigonometric functions are covered. Evaluations of limits, derivatives and antiderivatives utilizing the Fundamental Theorem of Calculus are included.

School-wide Goals: I a & d; IV a & c.

## **PHYSICAL EDUCATION**

The Physical Education Department strives to create an environment where every student has the opportunity to develop physically, spiritually, socially and emotionally. Students are challenged to learn, develop and refine the skills necessary to live a healthy active lifestyle and pursue life-long health.

### ***Physical Education I***

Grade: 9                              Credit: 10

Prerequisite: None

Students work on the skill-related fitness components to enhance their performance. Students learn that each group member brings different strengths and abilities and that it is important for the group to identify and utilize the strengths of each member to be successful in physical activities. They understand that success can be achieved only when students cooperate and interact positively with others.

School-wide Goals: I c-d; II a-b; III a, c; IV a, c-e.

### ***Physical Education II***

Grade: 10                            Credit: 10

Prerequisite: None

Students demonstrate knowledge of and competency in motor skills and strategies needed to perform a variety of physical activities. Students learn to incorporate their selected activity into their personal fitness program.

School-wide Goals: I a, c-d; II a-b, III a & c; IV a,c-e.

### ***Physical Education III & IV***

Grade: 11-12                      Credit: 10

Prerequisite: None

Students taking this course are prepared to focus on the activities they plan to pursue for recreation or as a career after graduation from high school. Students assume responsibility for developing personal goals to improve performance in their selected activities and for engaging in their selected activities both in and outside school. Students are given the opportunity to select the activities in which they would like to participate.

School-wide Goals: I a-d; II a-b; III a, c, d & e.

### ***Varsity Sports***

Grade: 9-12                      Credit: 10

Prerequisite: None

Members must try out, make the team, attend 80% of practices and complete the season in a sport to receive a pin in that sport. The Sports Pin Program is designed to recognize involvement, leadership, recognition, and enhancement of the varsity teams. The sports offered are: football, volleyball, basketball, soccer, golf and softball.

Students are required to have a sports physical before they are eligible to play at practices or in any games. A new physical is required each school year. NCC sports physical forms are available in the office and on our website.

### ***Health***

Grade: 9                              Credit: 5

Prerequisite: None

The major goal of health education is the development of health literacy in all students. The four unifying ideas of health literacy are:

- Acceptance of personal responsibility
- Respect for and promotion of the health of others
- An understanding of the process of growth and development



## **SOCIAL SCIENCE**

### ***World History***

Grade: 10                      Credit: 10

Prerequisite: None

*This course is approved to meet the “a” requirement for admission to the UC/CSU system.*

This course covers World History from the beginning of written history through the contemporary world scene. The student learns why our world is the complex society that it is and what historical events and people have made it that way. The student will be encouraged to seek an understanding of modern conflicts and global stress in relation to the historical events studied. There are two projects and outside reading also incorporated into the curriculum.

School-wide Goals: I a-c; III a; IV c-e

### ***U.S. History***

Grade: 11                      Credit: 10

Prerequisite: None

*This course is approved to meet the “a” requirement for admission to the UC/CSU system.*

During first semester of U.S. History covers the time period from the discovery of the New World, colonial times, independence and on through the Civil War. During second semester the reconstruction period, the reform era, world wars, cold war, and up to contemporary times are studied. Outside reading and projects also are required.

School-wide Goals: I a-c; III a; IV c-e

### ***U.S. History - A.P.***

Grade: 11                      Credit: 10

Prerequisite: Teacher Approval

*This course is approved to meet the “a” requirement for admission to the UC/CSU system.*

The Advanced Placement United States History program is designed to provide high school students with the analytical skills and enduring understandings necessary to deal critically with the problems and progress in U.S. History. Students should develop the skills necessary to arrive at conclusions on the basis of an informed judgment showing evidence clearly and persuasively in essay format. The course is designed for college level, using college texts, resources and grading. Students will take the College Board Advanced Placement National exam at the conclusion of the course.  
School-wide Goals: I a-c; III a; IV c-e

### ***U.S. Government***

Grade: 12                      Credit: 5

Prerequisite: None

*This course is approved to meet the “a” requirement for admission to the UC/CSU system.*

This course is a study of the process and problems of government in the United States, primarily on the national level and secondarily on the state and local levels. Emphasized in this study is the relationship between Christian citizens, the Church, and their government. The student is helped in understanding his/her privileges and responsibilities as an informed citizen. Attention is given to the effects of current events on the individual citizen, the church, and the country.

School-wide Goals: I a-c; III a; IV c-e.

### ***Economics***

Grade: 12                      Credit: 5

Prerequisite: None

*This course is approved to meet the “g” requirement for admission to the UC/CSU system.*

This semester course introduces students to the basics of economics. The students will learn to research economic problems through the use of the Internet, community and private resources. Students will also have hands-on experience in setting and modifying goals to fit the available resources of an individual.

School-wide Goals: I b & c; IV a & e.

## **DISCRIMINATION POLICY**

Lodi Academy has a zero tolerance policy toward discrimination of any kind; i.e., sexual, ethnic, religious and gender. This includes, but is not limited to discrimination that is verbal, physical or conducted over social media or with the use of technology of any kind. It is expected that all students will value others' personal beliefs and respect the principles of the Adventist church.

## **DRESS CODE**

The appearance of students at Lodi Academy should reflect the values associated with the school. Our standards of dress aid in the overall climate of Lodi Academy. Modesty, neatness, appropriateness, and respect are fundamentals of the Lodi Academy dress code, no matter what the current standards and tastes of our society. Logos, messages, pictures, and/or sayings must harmonize with Christian values. The administration reserves the right to determine the appropriateness of any article of clothing.

### **Guidelines for all students**

Students should be neatly groomed, wearing clothing that is in good taste and modest. The following guidelines are to be followed during the school day and 30 minutes after the school day ends. Exceptions will be made for those who participate in after school work or athletic programs.

- Hooded sweatshirts are not allowed. However, new for 2018/2019, Lodi Academy hoodies and sweatshirts may be worn any day of the week. More Lodi Academy sweatshirts and apparel will be available for purchase through the office. Zip-up hoodies must still be worn with an appropriate collared shirt.
- Each Friday is a school spirit day and Lodi Academy spirit wear is allowed, including sweatshirts and class t-shirts. However, this does not include PE or varsity team clothing.
- All shirts must have sleeves (both boys and girls).
- Clothing with cut-outs are NOT appropriate school attire, including shoulder cutouts.
- Appropriate footwear must be worn at all times, on campus and at all school-sponsored events.
- Tight-fitting, worn-out, or sloppy clothing is not permitted. This includes sweats, pajamas, leggings/tights, jeggings, P.E. or sports-type shorts, and clothing with holes, rips, or patches (even if purchased new this way).
- P.E uniforms are only acceptable in P.E. classes.
- Blouses, shirts, or other attire must not be sheer or see through.
- Walking shorts (right above the knee or longer) and pants must be hemmed; no "cut offs" or frayed edges.
- Clothing intended to be worn as undergarments must be concealed at all times.
- T-shirts are not acceptable attire, long or short sleeved.
- Tank tops are not permitted. Bare midriffs are not permitted at any time, including when bending over.
- Extremes in hair styles and colors are to be avoided.
- When the matter of appropriateness or modesty of a student's appearance is in question, the faculty's interpretation of the handbook will be the determining factor.

- All shirts or blouses must have either an attached visible collar or the shirt or blouse neckline must be no lower than the collar bone. No cleavage should be showing at any time.
- A jacket/coat or vest with a collar does not qualify as a collared shirt or blouse.
- For ladies - appropriate modest dresses, skirts or shorts that are right above the knee or longer in length may be worn. (While dresses do not require collars, they must have a modest neckline and include sleeves).

### **School sponsored events**

- Attire must reflect the modesty guidelines for student appearance. This includes banquet attire.

### **Formal banquet attire**

To dress attractively and appropriately both ladies and gentlemen should follow the following guidelines for Christian modesty.

#### **Ladies:**

- Long gowns are encouraged but not required and must have a modest neckline.
- Short dresses and slits must be knee high and no higher.
- Spaghetti straps and strapless gowns are not permitted.
- Undergarments must be worn under gown and slips if necessary.
- No side or front cut-outs in dresses.
- No backless dresses.
- No sheer, see through, or tight fitting gowns are permitted.
- Use utmost discretion when selecting a gown to assure that it is tasteful and modest.
- Dresses must be approved at least one week in advance of the event.

#### **Gentlemen:**

- Tuxedo or Dress Suit (A Dress Suit or Tuxedo is defined as matching or coordinating pants and jacket. Jeans and/or sports coats are not acceptable formal attire.
- Neck ties, Bow ties or Bola are required
- A collared, button up shirt is required (no t-shirts). Dress shoes are encouraged.

### **School Spirit Day**

- Fridays will be School Spirit Day. Students are encouraged to wear School Spirit clothing. They will include class shirts and clothing with the Lodi Academy logo. Items are available for purchase through the school office.
- If a student chooses to not wear School Spirit clothing on School Spirit Friday, regular school dress code will apply.
- School Sprit Day will NOT include PE or varsity clothing or sweats.

### **Physical education**

- A physical education uniform is required, and may be purchased in the office.
- Athletic shoes are required.

### **Athletic events**

- The athletic department will stipulate clothing requirements for game days.

### **Dress code violations**

When the matter of appropriateness or modesty of a student's appearance is in question, the faculty's interpretation of the handbook will be the determining factor. Students will be sent to the office to change before being allowed to attend class, and the student is still responsible for any missed classwork.

### **EARLY GRADUATION**

Early graduation is an option available to a student who wishes to complete the secondary curriculum in less than four years and who meets the following guidelines for early graduation. Exceptions to these guidelines must be made in consultation with the local Conference Office of Education.

#### Criteria for early graduation

1. The student has achieved a cumulative grade-point average of at least 3.5 and continues to maintain the grade-point average following approval as a candidate for early graduation.
2. The student has achieved a composite score at the 90<sup>th</sup> percentile or above on the Pacific Union Conference adopted standardized achievement test.
3. The student is to meet the graduation requirements listed in the Pacific Union Conference Education Code and any additional requirements of the school, which apply to all graduating seniors.

#### Procedure

1. The student is to obtain a form from the registrar for early graduation and submit completed form to the principal. The request is to be submitted as early as possible, but no later than the end of the first quarter of the third year. A request received later than the end of the second year may mean that it will be very difficult for the student to arrange for all the courses needed to fulfill the school's graduation requirements. The request is to be accompanied by the written consent of the parent(s).
2. The request and the projected courses must have the approval of the faculty.

### **ELIGIBILITY FOR OFFICE**

Student officers for all co-curricular activities must meet and maintain the following qualifications and standards:

1. Faculty Approval: Citizenship, reliability, and cooperation will be determining factors.
2. Academic: G.P.A. of at least 2.0 with no F's or I's for the previous quarter, and a cumulative G.P.A. of at least 2.0.
3. Attendance: Students must meet and maintain a grade no lower than a C- in attendance in order to remain eligible.
4. A student may hold only one major office at any time. The following are major offices and require a minimum G.P.A. of 2.5:

S.A. President, S.A. General Vice-President, S.A. Social Vice-President, S.A. Spiritual Vice President, Junior and Senior Class Presidents and Yearbook Editor.

A student may petition for an exception from these standards.

5. Citizenship: Officers must exhibit a positive attitude and be in harmony with the distinctive standards of Seventh-day Adventists.
6. Leadership preparation: Officers must work with their sponsors to understand their leadership responsibilities. All class activities and meetings must be done with sponsor present.
7. Residency: Grade 9 = 1 quarter.  
Grades 10 - 12 = 1 semester.
8. A student on probation status may not run for office.
9. **REMOVAL FROM OFFICE:** A student will be removed from office if academic requirements are not met. A student may be removed from office for unacceptable behavior.

A student must successfully complete his/her term of office to be eligible for applicable scholarships and/or recognition.

## EXPULSION

Attendance at a Seventh-day Adventist school is a privilege as opposed to a right. It is conditioned on acceptance and conformance to the rules of the school.

- A. Expulsion is the discontinuance of a student from enrollment in a school by action of the school board for one or more behavioral reasons including but not limited to those listed in sections B and C.
- B. Expulsion Presumed

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 another person by force or fear).
6. Assault or battery upon any school employee.
7. Sexual assault or battery.
8. Brandishing a knife at another person.

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, the principal or school committee determines that expulsion is inappropriate and does not recommend it.

- C. Permissive Causes

The following actions may form the basis for expulsion when the principal or school committee, considering the totality of circumstances including the history of the student, determines the student is not amenable to improving his/her 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 and tobacco, especially continued use after attempt to assist the student has failed.
3. Severe or repeated sexual harassment of other students at school.
4. Persistently advocating atheism and/or ideas that are destructive of Christian principles or the moral teaching of the Seventh-day Adventist Church.
5. Academic non-performance.
6. Intentionally causing serious damage to school property or other personal property.
7. Committing an obscene act or engaging in habitual profanity or vulgarity.
8. Disrupting school activities or willfully defying the valid authority of school personnel.
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.
10. Bullying, harassment of others, physical or verbal abuse including racial or ethnic slurs and simply making fun of someone. Bullying, 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.

#### D. Procedure

The principal or school committee makes a recommendation of expulsion to the school board. The student and parents/legal guardian shall be notified of the recommendation and of the right to a hearing. The school board/hearing body makes the final determination after completion of a hearing, if requested. The student is suspended from school during this process.

#### E. 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 school board or a committee designated by board chair and administration. 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 school board in deciding the issue.
  - d. A copy of this policy.
  - e. The time and place of the hearing and the school board or executive committee 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. They shall be excluded except during their 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 of 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.

#### **FINALS**

The last three days of each semester are designated as Comprehensive Exam days. Prearranged absences are generally not approved during these final exams.

## FINANCIAL INFORMATION

### Cost of Attendance

It is the purpose of the Board of Directors and The Academy to keep the school charges as low as is consistent with good business management. The rates are based on service costs and commodity prices prevailing at the time of the publication of this handbook. The Academy reserves the right to change the rates charged at any time in order to meet changing economic conditions.

Lodi Academy is a part of the Seventh-day Adventist school system, and is partially subsidized by the Northern California Conference of Seventh-day Adventists and its constituent churches, who have made a monthly financial commitment to the Academy. Students who are Seventh-day Adventists do receive a discount as a result.

### Payment Plan

There are ten (10) equal payments with fee one (1) due at Registration. Fees two (2) through ten (10) are due on the 10<sup>th</sup> of each month from September through May and become delinquent if not paid by the first of the following month. Should a student withdraw prior to the end of the school year, the registration fee and first payment are non-refundable.

**Registration Fee** (due along with the first tuition payment at registration) \$395.00  
**Monthly Tuition Rate** (August through May) .....\$860.00  
**International Student Tuition (Non-Refundable)** .....\$14,500  
(All International student fees are on a yearly non-refundable basis).

### Monthly Tuition Discounts (August through May)

SDA Member Discount ..... \$ 50.00

**OR**

Constituent Church Member Discount .....\$150.00

Family Discount ..... \$30.00

To determine if family is eligible for family discount, count only those students who attend Lodi Academy, Lodi SDA Elementary School, and Galt SDA Elementary School.

Distance Discount (New Student)..... \$ 50.00

Distance Discount (Returning Student) ..... \$ 25.00

To qualify for this discount, one-way mileage from place of residence to Lodi Academy must be more than 25 miles.

### Items Included in Tuition Costs:

Diploma

*Lodian Light* Yearbook

Student Association Dues

Student Accident Insurance

Student Class Dues

Student Lockers

Technology Fee

Textbook Use (Does not include textbooks intended for students to keep.)

*Students will be financially responsible for textbooks lost or returned in poor condition.*

### Items **NOT** Included in Tuition Costs

#### Lab/Class Fees (per semester):

Art Supplies.....	\$ 40.00
Physical Science Lab Fee .....	\$ 20.00
Biology Lab Fee .....	\$ 20.00
Chemistry Lab Fee .....	\$ 20.00
Anatomy & Physiology Lab Fee .....	\$30.00
Physics Lab Fee .....	\$ 20.00
Life Skills Lab Fee .....	\$ 30.00
Music Fee .....	\$ 25.00
Senior Yosemite Trip .....	\$150.00
Biology Trip .....	\$275.00
Graduation Expenses (Seniors Only, includes Cap & Gown) .....	\$150.00
Private Music Lessons .....	\$ 20.00
Lunch Tickets	
Emergency Single Meal Ticket .....	\$ 7.00
Ala Carte Ticket.....	\$ 20.00
10 Meals Ticket (\$6/meal).....	\$60.00
20 Meal Ticket (\$6/meal).....	\$ 120.00
Athletic Fees (fee changes according to sport played)	
Class Charges (jackets, trips, parties, senior pictures, grad. announcements, etc.)	
Music Uniforms, National College Tests, School Pictures, School Supplies	

### Scholarships

Lodi Academy is privileged to administer various trust funds and other scholarship money, which is awarded annually for academic performance, positive citizenship, and other specific criteria. Scholarships will be divided into 10 equal payments and appear as a monthly credit on your Lodi Academy statement.

### Returned Checks

All returned checks will be subject to a \$25.00 fee. In addition, individuals who write a “returned check” may be required to submit all future payments in cash, money order, or cashier’s check.

### Timely Payments

All accounts must be kept current.

- Monthly statements can be accessed online through RenWeb. Online statements will be updated by the 5th of each month and payments are due by the 20th.
- When an account falls 30 days delinquent, written and/or verbal contract will be made and the account will be reviewed by the Finance Committee. In addition, students will lose the privilege of charging lunch tickets to their tuition account.
- If a student’s account is 60 days delinquent, the student may be asked to leave school until the account is brought current or financial arrangement have been made with the Business Manager/Finance Committee.

## Financial Policies

Our goal is for no child to be denied a Christian education because of finances. Naturally, we must be good stewards in order to pay our bills and balance our budget. We must be fiscally responsible while also helping families find and apply for all available scholarships and financial aid. In this mutual partnership, we ask each family to prioritize your child's education as we work together.

- The account for the previous year's expenses at Lodi Academy must be settled before the student is permitted to enter for the current school year. Any delinquent accounts remaining from any siblings who attended Lodi Academy must be settled before another member of the family is admitted as a student.
- A student transferring from another school must, at the time of registration, present a statement showing that the account with the former school is paid in full.
- The policy for collection of student accounts established by The Board requires that all accounts be paid up to date, or that definite and satisfactory arrangements are made before semester examinations are given.
- A satisfactory settlement of the account is required before a student is allowed to graduate or receive his/her diploma.
- Tuition is charged for all credits earned. A student pursuing any subject for which he/she expects full credit will be charged full tuition even if entering school late or leaving early. If a student is out of school for a prolonged illness or other reasons and still earned full credit, no refund is allowed.
- No student may participate in optional school trips if their tuition account is more than one month past due.

### Compensation Insurance

Worker Compensation Insurance is provided for all students and faculty who are injured while at work. A report of injury must be made to the Business Office within 24 hours.

### Transcripts

Official transcripts of scholastic credits cannot be issued unless the student's account is cleared. All requests must be made in writing, and if the student is a minor the parent must request the transcript in writing.

### Student Accident Insurance

Accident insurance for all students is arranged for on a blanket coverage basis. It covers partial medical and hospital bills for students injured while engaged in school-sponsored activities. The student is responsible for immediately reporting any injury to the Business Office.

## GRADE REPORTS

The school year is divided into two semesters. Progress reports are sent two times each semester. The grades obtained at the end of each semester are permanent grades and will be recorded on permanent transcripts. Parents and students may utilize *RenWeb* at [www.lodiacademy.net](http://www.lodiacademy.net) to view progress in classes.

## GRADING KEY

"A"	Outstanding Achievement	"MED"	Medical Exemption
"B"	Good Achievement	"NC"	No Credit
"C"	Satisfactory Achievement	"P"	Passing
"D"	Minimal Achieve	"W"	Withdrawal
"F"	Failure	"WF"	Withdrawal Failure
"I"	Incomplete		

## GRADE POINT AVERAGE

A G.P.A. (Grade Point Average) is calculated on each grade report card based on the following scale:

A	4.00	B-	2.70	D+	1.30
A-	3.70	C+	2.30	D	1.00
B+	3.30	C	2.00	D-	0.70
B	3.00	C-	1.70	F	0.00

Classes with Honors or A.P. designation carry an additional Grade Point: i.e., A=5.0; B=4.0; C=3.0.

## GRADUATING CLASS

The graduating class is composed of those seniors who, prior to graduation, have met the following requirements:

1. Earned a minimum of 240 semester units required for a general diploma.
2. Placed all credits from correspondence and other schools on file in the Registrar's Office by the end of the 3<sup>rd</sup> quarter.
3. Turned in all work experience and community service hours by the end of the 3<sup>rd</sup> quarter.
4. Removed all incompletes.
5. Achieved basic competency certification.
6. Diplomas will not be given to students after graduation unless all requirements have been completed and accounts have been paid.
7. A senior who has not successfully completed all graduation requirements by finals week will not be allowed to march at Sunday's Graduation Commencement.

Seniors who are deficient in graduation requirements may not be allowed to participate in extra-curricular activities until they are enrolled in the classes they are lacking and are passing. Extra-curricular activities include the Senior Class Trip, sports, yearbook, etc. A student who has attended seven of the eight semesters at Lodi Academy will receive the four-year honor cord.

## GRADUATION REQUIREMENTS

A diploma is granted to a student whose citizenship has been adequate and who has satisfactorily completed the subject requirements listed below.

A total of 240 semester credits are required for a general diploma and 270 semester credits are required for an advanced college preparatory diploma. Of these, not more than 20 units of music credit, or 40 units of Physical Education may be applied as electives toward graduation.

10 credits are granted each year for classes that meet for 200 minutes per week during the course of the year. Lab classes meet 240 minutes.

**General Diploma Requirements**

Computer Applications	5	credits
Electives	45	credits
English	40	credits
Fine Arts	5	credits
Health	5	credits
Math	20	credits (pre-algebra and above only)
Physical Education*	30	credits (not more than 10 credits from varsity sports)
Religion	40	credits
Science	20	credits
Social Studies	30	credits
Community Service	25	hrs. each school year (documented by student with Registrar)
Standardized Testing		Students must reach a 9 <sup>th</sup> grade proficiency level on the ITED in Reading, Language and Math.
<b>Total Credits</b>	<b>240</b>	<b>credits</b>

\* 9<sup>th</sup> & 10<sup>th</sup> graders do NOT receive additional P.E. credit for participation in athletics per NCC policy.

**Advanced Diploma Requirements**

Computer Applications	5	credits
Electives	20	credits
English	40	credits
Fine Arts	20	credits
Foreign Language	20	credits
Health	5	credits
Math	30	credits (Algebra I and above)
Physical Education*	30	credits (not more than 10 credits from varsity sports)
Religion	40	credits
Science	30	credits (must include Biology, Chemistry and Physics or Anatomy & Physiology)
Social Studies	30	credits
Community Service	25	hrs each school year (documented by student with Registrar)
Standardized Testing		Students must reach a 10 <sup>th</sup> grade proficiency level on the ITED in Reading, Language and Math.
<b>Total Credits</b>	<b>270</b>	<b>credits</b>

\* 9<sup>th</sup> & 10<sup>th</sup> graders do NOT receive additional P.E. credit for participation in athletics per NCC policy.

Note: Students will be expected to take Physical Education until they have met the 30-credit requirement. Adjustments to these graduation requirements may be made to a student’s program with authorization from the Curriculum Committee.

**GRIEVANCE POLICY**

If an appeal is desired on any school-related decision, these are the steps and order in which they should be taken in order to reach resolution:

1. Speak directly with the staff member involved.
2. Speak with the Principal or other administrator.
3. Request in writing a hearing with the appropriate committee or group (staff meeting etc.)
4. Request an appeal to the school board of trustees.

5. Finally, concerns may be directed to the superintendent of Education at the NCC Conference office in Pleasant Hill, CA.

The student(s) involved in the appeal will be expected to abide by all rules, regulations, and requests of the Academy during the appeal process. Lodi Academy reserves the right to ask the student(s) involved in the appeal process to be suspended from campus during that appeal if it is in the best interest of the school and its program. Recording devices or attorneys are not permitted during the appeals process.

### **HOMESCHOOL/NON-ENROLLED STUDENTS**

Lodi Academy will offer participation for homeschoolers on a limited basis.

1. Athletic participation is excluded.
2. Each case will be handled on an individual basis.
3. Approval by the administration and teacher/sponsor is necessary.
4. Participation will be limited in time (1 year maximum)
5. No academic credit will be issued
6. A tuition fee for participation will be required.
7. Exceptions may be made for students at Lodi SDA Elementary.

### **INCOMPLETES**

A student may receive an Incomplete ("I") in a subject, if because of illness or other major emergencies he has failed to turn in sufficient work to merit a grade. Incompletes for any grading period must be made up within two (2) weeks of the end of the grading period. If the incomplete is not made up, the student's grade will be computed based on the points that have been earned.

### **LEAVING CAMPUS**

Students are expected to attend all their classes when on campus. Every student on campus during school hours must be assigned and attend a specific class or study hall. Students are not to leave class or study hall without the teacher or supervisor's permission, and may not leave campus without approval from the administration.

Students may not leave campus during the school day, unless permission has been granted for off-campus lunch (see "Lunch Leave" pg. 34). In special situations, a student may leave if he/she receives proper authorization from his/her parents and the school administration.

A student may not transport or ride with any other student during school hours and for school activities (exception is made for siblings who are both students). A student may lose the privilege of using his/her car if he/she transports any other student.

### **LOCKERS**

Student lockers and locker room padlock assignments are made for the duration of the school year. A fee of \$10.00 is collected if a locker room padlock is not returned at the end of the school year.

The school reserves the right to inspect lockers. A student is NOT to open lockers other than the one assigned to him/her.

**LUNCH LEAVE**

Students must have a ‘Release of Liability for Leaving Campus during Lunch Time’ permission slip signed and in the office to be able to leave during the lunch time. This release is in our Enrollment Packet and is shown below.

**Release of Liability for Leaving Campus during Lunch Time:**

Student: \_\_\_\_\_  
*Print* *Sign*

I understand that this form allows my student to only leave the campus of Lodi Academy during the lunch period. I understand that this doesn’t include any school time before or after the designated lunch time. I understand that my student will no longer be under the supervision of Lodi Academy or any of the officers, employees, teachers, agents, servants and/or volunteers.

I, the undersigned parent or guardian, hereby assume all liability for, and release and discharge Northern California Conference of Seventh-day Adventists, dba Lodi Academy and its officers, employees, teachers, agents, servants and/or volunteers from all liability arising out of or in connection with the above described activity or all liabilities associated with any and all claims related to such activity that may be filed on behalf of or for the above named minor.

Parent or Guardian: \_\_\_\_\_  
*Print* *Sign*

Date: \_\_\_\_\_

Witness (School Employee): \_\_\_\_\_  
*Print* *Sign*

Date: \_\_\_\_\_

Students who have a ‘Release of Liability for Leaving Campus during Lunch Time’ signed by a parent and filed in the office may leave during the lunch period.

Students are expected to sign out before leaving campus and sign in before returning to classes. This is necessary for attendance purposes.

**MUSIC**

It is the desire of Lodi Academy to maintain a high standard of music performance and appreciation in class and performances sponsored by our school. Music should be uplifting, clean and positive, reflecting Christian values. All music for public performances and use at school functions must be approved by a committee designated by the administration.

## **NATIONAL HONOR SOCIETY**

Students attending Lodi Academy have the opportunity to become members of the National Honor Society (NHS). Since its founding in 1921, NHS students have been recognized for their character, leadership, scholarship, and service across the United States. The purpose of the Lodi Academy chapter is to encourage character development, promote leadership, create an enthusiasm for scholarship, and actively facilitate training for service. Activities include a group project and an individual service project each year for student members of the NHS.

1. To be eligible for membership the candidate must be a member of the Junior or Senior Class. Candidates must have been in attendance at Lodi Academy the equivalent of one semester minimum.
2. The selection process will usually take place once per school year. However, special meetings may be held at the request of the NHS Adviser and the Principal.
3. Students shall have and maintain a minimum cumulative GPA of 3.3. Students will submit a candidate information form to be considered for membership. This form gives them an opportunity to list leadership or service activities, as well as other community involvement or awards. Students must be allowed a minimum of one week to prepare and submit this information sheet.
4. Candidates shall then be evaluated by the Faculty Council on the basis of service, leadership and character. Candidates will be evaluated on each of these three areas with the following ratings: low/poor; below average; good; and high/outstanding. Additional comments must be provided for any low/poor or below average ratings.
5. The selection of each member to the chapter shall be by a majority vote of the Faculty Council, which consists of five full-time teaching faculty members of Lodi Academy.

## **NATIONAL TESTS**

The *ACT* (American College Test) and *SAT* (Scholastic Aptitude Test) are used for college admissions. These exams are generally available to juniors and seniors, but students are strongly encouraged to take the exams required by their intended colleges during the spring of their junior year.

The *ITED* (*Iowa Tests of Educational Development*) is given to all students in the fall at no extra charge.

The *PSAT* (Preliminary Scholastic Aptitude Test) is given to sophomores and juniors in October. A fee is charged to students account.

## **PERSONAL ITEMS**

**Lodi Academy is not responsible for personal items that are lost, stolen, and/or damaged.** Students are encouraged to leave their valuables at home and keep their backpacks and belongings with them or stored in lockers.

## **POLICY ON GRADES AND DISCIPLINE**

Students currently under disciplinary measures such as suspension, behavioral probation, etc, may not participate in any school-sponsored off-campus activities until their discipline period has been completed.

Students attending or participating in school-sponsored on or off-campus activities who do not uphold the school's dress or behavior standards will be counseled and may be excluded from the next off-campus activity.

### **PROFANITY**

As a Christian school, we want to honor God in words and action. Profanity or taking God's name in vain is unacceptable on a Christian campus.

### **PROFICIENCY REQUIREMENTS**

Before graduation, students are expected to achieve at least a 9<sup>th</sup> grade proficiency on the ITED (Iowa Tests of Educational Development) for the General Diploma and a 10<sup>th</sup> grade proficiency for the Advanced Diploma in the areas of Reading, Language and Mathematics. This test is administered to students every September. Seniors who have not yet met the proficiency level will be allowed to take the TAP (Tests of Achievement and Proficiency) in an effort to receive the proficiency needed for graduation.

### **PUBLICATIONS**

The Lodi Academy administration reserves the right to allow pictures and other materials of students to be published in school publications and website. The *Lodian Light* is the annual yearbook publication of the students. In it is given a pictorial story and narrative of the events and activities of the school year. *The Academy Zone* (TAZ) is a periodic publication created by students to report school news, activities, events, and topics of student concern.

### **PARENT/TEACHER ORGANIZATION**

The Parent-Teacher Organization (P.T.O.) is sponsored by the constituent Seventh-day Adventist churches of Lodi Academy to assist the school through programs and activities in achieving the goals and objectives of Christian education.

### **PUBLIC DISPLAYS OF AFFECTION**

Lodi Academy encourages appropriate relationships between men and women. Examples of unacceptable physical contact include but are not limited to hand holding, hugging, kissing, walking with arms around each other, and sitting on laps.

### **RELIGIOUS ACTIVITIES**

Since the nurture of religious experience is a major purpose for the existence of Lodi Academy, each class and activity will be permeated with Christian principles. Special opportunities such as Bible camps, community projects, prayer groups, Weeks of Prayer, and daily chapel activities are provided.

### **RESIDENCY REQUIREMENT**

To qualify for graduation from Lodi Academy a student must be in attendance at Lodi Academy for at least the entire semester prior to graduation. Any exceptions for valid transfers must be approved by the Administration.

### **SEARCH POLICY**

The Lodi Academy administration reserves the right to search student lockers and personal items if reasonable suspicion of illegal activity occurs.

## **SKATEBOARDS, SKATES, ROLLERBLADES, BICYCLES AND MOPEDS**

Skate boarding, skating, or rollerblading is not allowed on campus. Bicycles and mopeds are not to be ridden on campus sidewalks, in corridors, or on playground areas.

## **SOCIAL MEDIA**

Lodi Academy takes cyber-bullying very seriously and seeks to educate students regarding the importance of maintaining healthy digital citizenship. Every electronic post or footprint has the potential for becoming a permanent, public record. While we do not actively monitor social media sites, when Lodi Academy becomes aware of student postings, students may be held accountable for their actions. This may include both sides of any inappropriate activity. Students may face disciplinary actions for their electronic activities including loss of privileges, restriction from school activities, suspension and expulsion. See also “Cell Phones & Electronic Devices” on pg. 12 and “Student Conduct” on pg. 37.

## **SPIRITUAL INTEREST**

Lodi Academy seeks students who have a relationship with Jesus and desire to grow in their walk with Him. It is expected that all students value others’ personal beliefs and respect the principles of the Adventist church. Taking God’s name in vain is unacceptable on a Christian campus.

## **STUDENT ACCIDENT INSURANCE**

Student accident insurance is provided for all students. This is a supplemental insurance, secondary to the family’s primary insurance in the event a student is injured at school or at a school-sponsored activity. Students who are injured are expected to notify their supervising teacher or staff member immediately. Any time a student is injured, an attempt will be made to notify parents. See additional information under “Financial Policies.”

## **STUDENT CONDUCT**

A positive attitude is essential for students to be successful at school. The staff of Lodi Academy expect you to come with a positive commitment to be serious about your academic work and help foster a positive Christian atmosphere on campus. Come prepared to make good choices while here at school. Students are expected to exhibit self-discipline which is essential for a successful life. See specific guidelines under the following topics: cell phone use and electronic devices, discrimination policy, expulsion, campus leave, lunch leave, music, public displays of affection, skateboards/rollerblades, profanity, sexual harassment, substance abuse, unauthorized entry, unprinted regulations, and vehicles.

## **STUDENT ILLNESS**

When your student is sick, it is important for the overall health of the entire school that you keep them at home. Students who become ill at school must notify their teacher or supervisor before leaving class or study hall, and check out at the office before going home. The office must receive permission from the student’s parent or guardian before the student will be released. For students who must take medicine prescribed by their physician, an “Authorization to Dispense Medication” form must be completed before medication is left in the office to dispense. Generally, Lodi Academy staff members are not allowed to dispense OTC medications such as ibuprofen and allergy medicines to students.

## **STUDENT PROGRAMS**

All materials, details, and participants of any program sponsored by Lodi Academy must be approved by the staff advisor or sponsor. All class and Student Association meetings must have an advisor or sponsor present.

## **STUDENT RECORDS**

California State Law requires that student records be released to other schools (public or private) upon request. A signed parental authorization is not necessary for such transfer of records.

## **STUDENT SEXUAL HARASSMENT**

Lodi Academy is committed to providing a school environment free from sexual harassment for all students on campus as well as media and any other online locations. Incidents of harassment should be reported in accordance with the procedures listed below so school authorities may take appropriate action. Students who sexually harass others are subject to discipline, up to and including dismissal. Employees who engage in student sexual harassment are subject to discipline up to and including termination.

Definition: Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature that is offensive. It can be spoken, written, or physical. It includes offensive pictures, graffiti, jokes and gestures.

If submission to offensive sexual conduct is made a condition of academic status, progress, benefits, honors, or activities, it is sexual harassment. Sexual harassment also occurs when the offensive behavior or material creates a hostile school environment such as use of pictures from locker rooms, hotel rooms, buses, or other private situations.

Reporting Procedures: Students who have experienced sexual harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, the student may report the incident to a teacher, the principal, or an adult staff member. If the harassment comes from an adult, the student shall report directly to the principal or another responsible adult. False accusations are also a form of sexual harassment.

## **STUDY HALLS**

Students may only be allowed to enroll in a maximum of one study hall per day. A written petition is required for extenuating circumstances and will be decided on a case-by-case basis.

## **SUBSTANCE ABUSE**

Possession, use or furnishing to others of controlled substances including alcohol, tobacco and electronic cigarettes may form the basis for expulsion as described under 'Expulsion'.

## SUGGESTED PROGRAM OF STUDIES

### General Diploma (240 credits)

#### Grade 9

Algebra I.....	10
Computer Applications.....	5
English I.....	10
Fine Arts (one year).....	5
Physical Science.....	10
Health.....	5
Physical Education.....	10
Religion I.....	10

#### Grade 10

Biology.....	10
English II.....	10
Fine Arts (one year).....	5
Geometry.....	10
Life Skills.....	10
Physical Education.....	10
Religion II.....	10

#### Grade 11

Algebra II (elect.).....	10
Chemistry (elect.).....	10
Electives.....	10
English III.....	10
Fine Arts (one year).....	5
Physical Education.....	10
Religion III.....	10
Spanish I (elect.).....	10
U.S. History/A.P. U.S. History.....	10

#### Grade 12

Economics.....	5
Electives.....	10
English IV/AP English IV.....	10
Fine Arts (one year).....	5
Physical Education.....	10
Physics (elect.).....	10
Pre-Calculus (elect.).....	10
Religion IV.....	10
Spanish II (elect.).....	10
U.S. Government.....	5

### Advanced Diploma (270 credits)

#### Grade 9

Algebra I.....	10
Computer Applications.....	5
English I.....	10
Fine Arts.....	5
Physical Science.....	10
Health.....	5
Physical Education.....	10
Religion I.....	10

#### Grade 10

Biology.....	10
English II.....	10
Fine Arts.....	5
Geometry.....	10
Life Skills.....	10
Physical Education.....	10
Religion II.....	10

#### Grade 11

Algebra II.....	10
Chemistry.....	10
Electives.....	10
English III.....	10
Fine Arts.....	5
Physical Education.....	10
Religion III.....	10
Spanish I.....	10
U.S. History/A.P. U.S. History.....	10

#### Grade 12

Economics.....	5
Electives.....	10
English IV/AP English IV.....	10
Fine Arts.....	5
Physical Education.....	10
Physics or Anatomy & Physiology.....	10
Pre-Calculus.....	10
Religion IV.....	10
Spanish II.....	10
U.S. Government.....	5

## **SUPERVISION**

Supervision will begin before school at 7:30 a.m., and will end at 4:00 p.m., except on Friday. Supervision will end at 1:00 p.m. on Friday. Lodi Academy does not offer childcare services and is not responsible for your students outside of these hours. Please make proper arrangements for your students to be dropped off or picked up in a timely fashion.

## **TELEPHONES**

The school telephones are intended for staff business only and may not be used by students unless specific permission is granted.

## **UNAUTHORIZED ENTRY**

Students are not to enter buildings that are unsupervised, or not presently available for student use. Any unauthorized entry or possession/use of any school key or combination is subject to a fine and/or dismissal from school.

## **UNOFFICIAL TRANSCRIPTS**

It has been common practice each year for academies to send unofficial transcripts of senior students at La Sierra University and Pacific Union College. Lodi Academy may automatically send unofficial transcripts to these institutions of higher learning. However, with respect to student privacy, a student/parent may request that the transcripts not be sent through the Registrar's office.

## **UNPRINTED REGULATIONS**

Regulations adopted by the school administration and publicly announced to the students will have the same force as if printed in the Student Handbook.

## **VEHICLES**

Once student driven vehicles arrive on campus, they should be parked in their designated parking spaces and remain there during school hours. Permission to move the vehicle or park elsewhere during school hours must be obtained from the Principal's office. (The only exception is the use of a vehicle during the lunch period as delineated under the section entitled 'Lunch Leave'.) The school reserves the right to inspect on-campus vehicles.

*In the event of misuse, students may be asked to discontinue bringing their vehicle to school. Willful violation of any of the following regulations will result in disciplinary action:*

- All vehicles must be registered at the office and parked in assigned spaces. A copy of drivers' license and insurance must be provided before parking space is assigned.
- Students may not transport or ride with any other student (exception is made for siblings who are both students).
- Observe the speed limit (15 mph) and drive carefully at all times. Elementary students, academy students, and visitors depend upon the driver for their safety.
- Vehicles are not to be used in any manner until the student leaves the school grounds. (The exception is for necessary, supervised use during Auto Mechanics/Life Skills class.)
- Under no circumstances should lunches be eaten in automobiles.
- Sitting in or loitering around parked cars is expressly forbidden at any time.
- The school does not assume the responsibility for any damage to vehicles.
- Students are not to borrow other students' vehicles. Permission will not be knowingly granted to a student to leave campus in a borrowed car.

- If a car alarm becomes a noise problem on campus, that car will need to be parked off-campus.

### **WORK EXPERIENCE EDUCATION**

A student may receive five (5) semester units of elective credit for working 100 clock hours under the direction of an adult supervisor. Employer verification is required and must include the number of paid hours actually worked. Household chores or volunteer projects do not meet the qualification to receive academic credit.