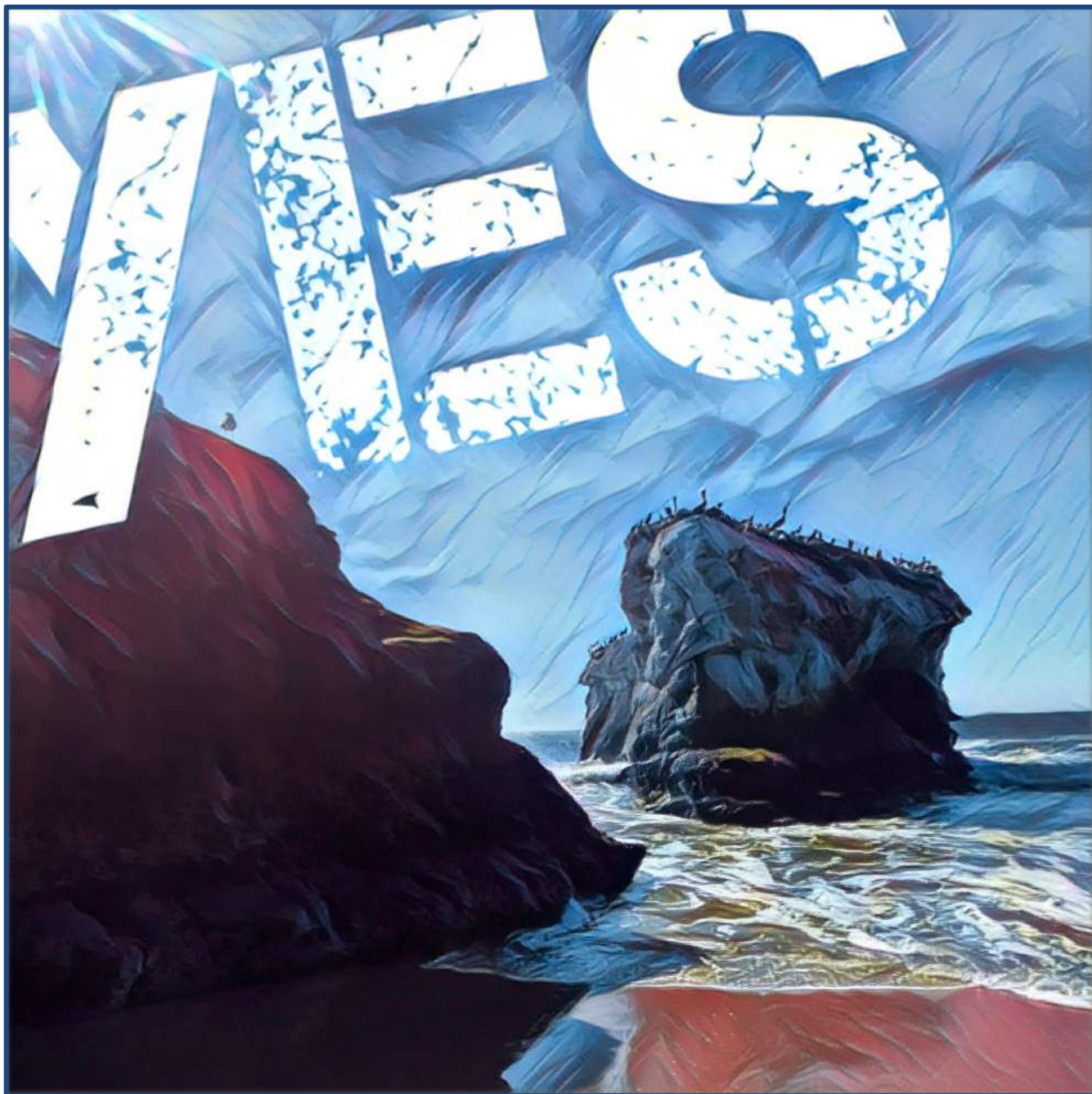


# Lodi Academy Handbook



**2023-2024**

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# Handbook - Welcome

Welcome to Lodi Academy! Since 1908, Lodi Academy has helped thousands of students prepare for their future with the skills necessary to pursue their post-secondary educational and career goals. Lodi Academy has a long and proud tradition of high academic achievement, and we are glad you have chosen to be a part of our school community. Our staff are dedicated to developing our students in a whole person approach by fostering growth in a personal relationship with Jesus Christ and by promoting academic excellence, emotional stability, physical well-being, and social responsibility. We believe that there is no better feeling than to know you have done your best. "Whatever you do, work at it with all your heart, as working for the Lord, not for men." Colossians 3:23



The following pages contain policy and procedures that are put in place for the success of the student and school. We strive to maintain a Christ-centered learning environment and we pray that whoever walks onto our campus will get a glimpse of Jesus. We realize that as a student you have a large part to play in helping your experience be an outstanding one. By enrolling as a student at Lodi Academy you are agreeing to uphold and abide by all policies written in the school handbook. We look forward to working with you and your family to make this the best possible high school experience available. If you have any questions, please don't hesitate to contact us!

## Mission Statement

*The mission of Lodi Academy is to provide an education of highest quality within a Christ-centered environment.*

*The Lodi Academy family exists to show children Jesus, nurture their love for Him and others, teach them to think, and empower them to serve.*

## Philosophy



Lodi Academy is operated by the Seventh-day Adventist Church to provide a spiritually oriented education. A belief in the existence of the Creator God is the grounding fundamental. We respect God's divine authority and recognize intervention in human affairs. We believe that true education develops the spiritual, mental, and physical powers of each student; preparing them for the joy of service in this life and for the higher joy of service in the life to come. To achieve this goal, we encourage each student to:

- Develop a personal relationship with God
- Develop healthy relationship with others
- Master academic skills
- Value physical labor
- Cultivate physical fitness
- Develop mental ability
- Become a positive, contributing member to one's community

While we value the rigorous pursuit of knowledge, our main objective is to help students develop as solid Christian characters, realize their individual worth as children of God, embrace Christian values, and learn to make principled choices. This goal is best reached in a context of responsible freedom and redemptive discipline. The entire curriculum reflects the worldview and the values revealed in Scripture. Students are educated to embrace service as a way of life, to be sensitive to the needs of people in the home and society, and to become active members in church.

## Communication

The success of Lodi Academy depends in a large measure upon the cooperation between parents and the administration. If students voice concern to their parents concerning school matters and feel they were mistreated, parents are asked to notify the administration and withhold judgment until a proper investigation can be made.

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 as necessary.

# Objective

## Expected School-wide Learning Outcomes

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

*“And Jesus grew 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.

## Rigor, Standards and Accreditation

The administration and faculty of Lodi Academy accept the responsibility to develop and implement in a classroom setting a curriculum and/or classes within that curriculum that emphasize content which will foster independent thinking, the development of a Bible based personal value system and problem-solving skills.

The administration and faculty of Lodi Academy also accept the responsibility to be Western Association of Schools and Colleges (WASC) accredited in addition to the Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities. Lodi Academy curriculum offers all courses needed for entrance into the UC and CSU school systems (A-G Requirements). Those interested in applying for UC and CSU school systems should meet with the registrar for a list of all UC/CSU-required courses.

## Expectations and Cooperation

Both the students and the school need to know what is expected of the other. The student may expect the school to act in harmony with its statement of philosophy and objectives. The school has outlined in the student bulletin its expectations of the student.

The success of the school, in its efforts to help the student excel and reach his/her potential, depends largely upon close cooperation between parents, teachers and students. Conditional to admission, students and parents (or guardians) agree to be supportive of Lodi Academy's philosophy, objectives and regulations.



# Admissions and Enrollment

Lodi Academy is looking for students who are serious about academics and demonstrate emotional, social and behavioral stability that will enable them to achieve success in a small, structured Christian environment.

Our students take full advantage of the extraordinary learning, leadership and spiritual experiences that Lodi Academy offers.

## Nondiscrimination Policy

Students who qualify shall be admitted to school without regard to any race, color, gender and national or ethnic origin and be accorded all the rights, privileges, programs and activities 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.

## New Students

New students may apply as soon as the application period opens for the following school year. Follow the instructions below to begin your registration process.

1. Apply by completing an application through the Renweb/FACTS link on our website. You will create an account and be guided through the application process. If at any point you have questions please let us know! We are happy to help!

When all the items have been received and the application is complete, an appointment will be made for the prospective student and at least one parent to meet with the admission committee.

2. Acceptance Review: Applications will then be reviewed by administrators for official acceptance. When acceptance is complete, you will be notified by written correspondence and you will be referred to our Business Office.
3. Financial Clearance: Please contact the business office to review tuition options and financial arrangements. Once a financial agreement is completed, the business office will notify the school registrar of clearance to complete the enrollment process.
4. Enrollment: Final documents including, school physical, sports physical, immunization records, IEP (if applicable), an official grade report and most recent national test scores from previous schools will be confirmed by the registrar. Students will be enrolled into individual classes and sent their schedule and details for the upcoming school year.

### Grade Placement

The following requirements must be met in order to be classified as a:

Freshman – completion of eighth grade.

Sophomore – completion of at least 60 semester units of credit

Junior – completion of at least 115 semester units of credit.

Senior – completion of at least 170 semester units of credit.

A student must be enrolled in a minimum of 25 units per semester to be a member of the class.

### Transfer Students

All new and/or transfer students will be welcomed on a probationary basis. Those coming from other Adventist schools must present verification of having cleared all financial responsibility with the previous school. During the probationary period the student will also demonstrate a desire and willingness to abide by the expected rules of conduct and a determination to pursue a quality education.

## Continuing Students

We hope you had a great school year and are looking forward to a fantastic one for next year! Please login to your Renweb/FACTS accounts and access the Enrollment/Reenrollment link from the Family Information section. When complete our registrar will work with you to create your personal schedule and enroll in classes.

## Special Educational Needs

Whenever possible, teachers will attempt to make individualized accommodations for students with learning differences and IEPs or 504 plans. We do not have Special Education resources available, and each case (IEP or 504 plans) will be handled on an individual basis. The school may deny admission when it is clear that the needs of the student are beyond the resources of the school.

## 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.

## Student Services and Testing

A wide variety of resources are available to assist students as they plan for life after high school. It is our desire to help provide students and parents with the information they need to make sound, informed decisions. Scholarship and award information is also provided to all seniors on a regular basis throughout the year.

The *ACT* (American College Test) and *SAT* (Scholastic Aptitude Test) are used for college admissions. Students are strongly encouraged to take the exams required by their intended colleges by the spring of their junior year. Lodi Academy is a testing site and we offer Sunday test dates for the ACT and SAT tests on campus.

MAP Testing (Measure of Academic Progress) is given to all students in the fall, winter and spring at no extra charge. Testing results are shared at parent/teacher conferences.

The *PSAT* (Preliminary Scholastic Aptitude Test) is given to all sophomores and juniors in the fall. A fee is charged to the student's account. The *SAT* (Scholastic Aptitude Test) is given to all seniors in the fall. A fee is charged to the student's account.

## Withdrawal Procedure

When withdrawing your student from school, a Student Withdrawal Form is to be submitted to the Business Office to finalize financial responsibilities. If a student withdraws from Lodi Academy, readmission is at the discretion of the Admissions Committee.

When a student transfers to another school, either SDA or public, the cumulative record, or a copy thereof, shall be transferred to the school where the student intends to enroll upon written request of the student or parents/guardians if the student is under 18 years of age.

## Check-Out / End-of-Semester Checklist

Each student 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 IOUs or book return; PE Department – Athletic uniform return; school locker clean-out; cafeteria and office IOUs; Music Department – instrument or music return.

## Photo and Video Release

By registering at Lodi Academy, parents and students authorize the use of any photographs and/or videos taken of them while at Lodi Academy and sponsored events, without compensation. All files shall be considered the property of Lodi Academy. The Lodi Academy administration reserves the right to allow pictures and other materials of students to be published in school publications, our website and social media. The *Lodian Light* is the annual yearbook publication of the students and *The Academy Zone* (TAZ) is a periodic publication created by students to report school news, activities, events, and topics of student concern. Parents are encouraged to contribute images they capture to these groups to help showcase our school family activities and encourage their students to get involved.



## Library

The library is provided for use by the students and staff of Lodi Academy. The primary functions are to provide resources for reference and research, to meet the educational and recreational needs of the students, and provide a quiet place for students to study during the school day. Books and other materials may be checked out from the library, usually for a two-week period, and fines will be levied for overdue materials. Students will be charged the full replacement value for materials that are not returned, are lost, or are damaged.

## 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.

## Titan Cafe – Cafeteria Lunches

The cafeteria, the Titan Café, serves lacto-ovo vegetarian meals Monday through Thursday. Menus are available the week prior through the newsletter and on our website. Students are expected to eat in designated dining areas. Students may purchase lunch tickets from the school office.

# Finances

## Tuition Philosophy

Lodi Academy is committed to maintaining tuition at a level that is both affordable for families and financially responsible for the school. We make every effort to keep our tuition as low as possible while maintaining our commitment to offering quality, private education in a Christian environment. The rates are based on service costs and commodity prices prevailing at the time of this publication and are subject to change in the event of marked increase in the cost of operating the school.

Lodi Academy is partially maintained through substantial subsidies from the Northern California Conference of Seventh-day Adventists and the members of constituent local churches. To equalize the burden of support among the patrons of the school, the tuition rates are discounted for those who are members of a constituent Seventh-day Adventist Church. To qualify for the constituent rates, the student must be on the list of qualifying students, submitted by the constituent church. Those not on the list must obtain a letter of qualification from the constituent church who will be contributing to their added financial support package.

## Tuition and Fees

<b>New Student Application Fee</b> ( <i>Waived if the re-registrations received by April 1<sup>st</sup></i> )	\$100
<b>Returning Student Application Fee</b> ( <i>Waived for re-registrations received by April 1<sup>st</sup></i> )	\$50
<b>Registration / Re-Enrollment Fee</b> (due at registration)	\$395
<i>Registration and re-enrollment fees are payable annually and are non-refundable. This fee covers the cost of student accident insurance, textbook rental, Lodian Light Yearbook, Student Association Dues, Class Dues, Technology Fee, Library Fee and All School Campout.</i>	
<b>US Student Tuition</b> ( <i>10 Payments August through May</i> )	\$9450
<b>International Student Tuition</b> ( <i>All International student fees are on a yearly <u>non-refundable</u> basis</i> )	\$16,500

The charge for tuition is the same regardless of the number of courses for which the student is enrolled. If a student enters late or exits early, he/she will be charged a prorated rate for the number of days of actual enrollment.

## Subsidies and Credits

<b>NCC Constituent/Church Member Subsidy</b>	\$ -500 or \$ -1,500
<i>The Northern California Conference (NCC) of Seventh-day Adventists and our local SDA Churches provide significant monthly subsidies to support Lodi Academy. In addition, they provide these discounts for their church members.</i>	
<b>Family Credit</b>	\$30.00
<i>To be eligible for the family discount, families must have students who attend Lodi Academy, Lodi SDA Elementary School, or Galt SDA Elementary School.</i>	
<b>Distance Credit</b> (New Student)	\$ 50.00
<b>Distance Credit</b> (Returning Student)	\$ 25.00
<i>To qualify for this discount, one-way mileage from place of residence to Lodi Academy must be more than 25 miles.</i>	

## Lab and Potential Fees

The majority of the lab and supply fees have been rolled into tuition. Only a few select electives will have fees associated with them.

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

Art	\$30.00
AP Biology Lab	\$30.00
Photography	\$ 30.00
Welding	\$ 30.00
Woodworking	\$ 30.00
Lodian Singers Fee	\$ 30.00
Athletic Varsity Fees	(varies according to sport played)
<i>Sports and music groups charge fees to cover travel, referees, and supplies. Uniforms may be additional.</i>	

### Other Additional Fees

Dual Credit Courses through Pacific Union College	\$380/semester
Senior Yosemite Trip	\$150.00
Biology Trip	varies
US History Trip	varies
Graduation Expenses (Seniors Only, includes Cap & Gown)	\$150.00
AP Testing Fees	varies

**Note:** *To be eligible to enroll in a dual credit course, a family's financial account must have a zero balance due as these classes incur a direct charge to Lodi Academy from Pacific Union College.*

## Financial Payment Schedule

The registration and enrollment fees and the first month's tuition are due prior to the first day of school. There are ten (10) monthly statements, including the first month's tuition and registration fee, which are sent to those responsible for the student's bill. Payment is expected by the due dates per the payment schedule. All accounts are considered past due if payment is not received by the close of school on the 10<sup>th</sup> of each month from September through May. Should a student withdraw prior to the end of the school year, the registration fee and first payment are non-refundable.

## Textbooks

In an effort to keep expenses down for our families, unless a textbook is a consumable workbook intended for the student to keep, Lodi Academy does not require the purchase of student textbooks. ***Students are however financially responsible for textbooks lost or returned in poor condition.***

## Class Funds

No refunds will be made on funds raised through class fundraisers. Monies paid by the student and/or immediate family may be refunded only beyond non-refundable deposits or expenses. The remaining funds will stay with that class. Any funds raised specifically for class functions that are individually credited and not used remain in the class in which they were raised. All other class funds raised are considered general class funds. Students who leave Lodi Academy will not be able to take any funds with them.

## Scholarships and Financial Assistance Opportunities

Lodi Academy understands that finances play a role in your child's education. Tuition is an investment in your child's future, and we recognize that at times families need additional assistance. It is our goal to make Lodi Academy available to as many students as possible and we work hard to find solutions for families who demonstrate a financial need.

- Lodi Academy is privileged to administer various trust funds and other scholarship opportunities which are 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.
- Many local churches provide Financial Assistance for a number of our students. Contact your church for more information and application. Deadlines vary, so apply early!
- The Lodi Educational Endowment Fund (LEEF) provides annual scholarships for students at Lodi Academy. Visit [www.leefalegacy.org](http://www.leefalegacy.org) for more information and to download an application. The deadline is March 1st.
- The Northern California Conference of Seventh-day Adventists also offers scholarships for our students. Visit the Scholarships tab at [www.ncceducation.org](http://www.ncceducation.org) for more information and applications.

## Returned Checks

A late fee of \$25.00 will be assessed for all returned checks due to non-payment. In addition, individuals who write a "returned check" may be required to submit all future payments in cash, money order, or cashier's check. No post-dated checks will be accepted.

## Timely Payments

All accounts must be kept current.

- Monthly statements will be sent by email on the first business day of the month. Payments are due by the 10<sup>th</sup>.
- 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 arrangements have been made with the Business Manager/Finance Committee.

## Additional Financial Policies

Lodi Academy's Board and Administration's goal is that no student be denied a Christian Education due to financial hardship. While we must be fiscally responsible stewards of the school resources, we want to help our 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.

- 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.
- 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.
-



## 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, a parent must request the transcript in writing. Transcript request forms are on the school website or available in the school office.

## 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.

## Student Accident Insurance

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

## Student Work Program

The school endeavors to employ students who have a sincere desire to work, but unfortunately the academy student labor budget may not be large enough to employ everyone who applies. An attempt is made to match the job preference of students to the individual job requirements but that also may not always be possible. If you have any questions regarding the student work program, please contact the administrative office.



# Academics

## Purpose

The desire and purpose of Lodi Academy is to offer quality instruction and excellence in scholastic standards. In addition, every student is expected to maintain positive academic growth each semester in order to retain attendance privileges.

## Grading Periods and Reports

The school year is divided into two semesters. Weekly progress reports are sent out to students and their guardians via Renweb/FACTS each Sunday. Progress reports are sent out each week. More frequent progress reports may be sent to the parents at the discretion of the teacher. We strongly encourage parents and students to utilize **Renweb/FACTS** at [www.lodiacademy.net](http://www.lodiacademy.net) to view up-to-date progress in all classes. The grades reported at the end of each semester are permanent grades and will be recorded on permanent transcripts.

## Grading Key

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

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

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

## Grade scale:

A	94-100	B-	80-82	D+	68-69
A-	90-93	C+	78-79	D	63-67
B+	88-89	C	73-77	D-	60-62
B	83-87	C-	70-72	F	0-59

## Advanced Study (Dual Credit, Honors or A.P.)

Students who wish to take upper-class subjects must maintain a 3.0 G.P.A. or above and receive administrative/curriculum committee approval.

## 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 gain approval for credit of courses taken outside of Lodi Academy, a student must submit a written request signed by a parent. Prior arrangements must be made with the Registrar or Principal in order to receive academic credit for class work done outside of Lodi Academy's regular schedule. Credit will not be recognized unless prior permission has been granted by Administration. 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.

## Change in Class Schedule

Each student's schedule will be established by the Registrar at the time of registration. To change his/her schedule, the student must follow the procedure outlined below:

1. Secure a Change of Schedule Request form from the Registrar.
2. Obtain a signature from the teacher of each class being added or dropped.
3. Obtain parental signature(s).
4. Return the form to the Registrar for final approval.

The student's name will remain on the teacher's attendance lists until the form has been returned to the Registrar and approved.

## Adding a Class

The last day to add a class, unless the student is transferring from another school, is three weeks after the beginning of each term/semester. Please see the school calendar for specific dates.

## Dropping a Class – *Withdrawal (within 4 weeks of term/semester)*

The last day to drop a class and not have it recorded on the student's permanent record is five (5) weeks after the beginning of the term/semester.

## Dropping a Class – *Late Withdrawal (between 5-9 weeks of the semester)*

Classes dropped between the fifth and ninth week of the semester require a late withdrawal form and are recorded with a WP (withdrew, passing) or WF (withdrew, failing). Late withdrawals require teacher, parent, principal, and registrar approval. The deadline for withdrawing from a class is the end of the ninth week of a semester. This permits the student to check his/her progress grades periodically on FACTS and decide whether he/she wants to continue. Withdrawals after the ninth week will be considered failures and must be recorded as an F for the semester.

## Class Auditing

No class may be audited.

## 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.

## Incompletes

A student may receive an Incomplete ("I") in a subject, if because of illness or other major emergencies they have 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.

## Academic Probation

Students who persistently earn low grades may be placed on scholastic probation. Those who violate the conditions of their probation will jeopardize their continued attendance at Lodi Academy.

## Acceptance of Class Credit for Students from Home School or Non-accredited Programs

Students transferring from homeschool or non-accredited programs need to have coursework approved by the Curriculum Committee before credit can be given. Lodi Academy reserves the right to test students and place them in appropriate classes as indicated by their test scores.



## Graduation Requirements

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.

Participation in Commencement is contingent upon a student successfully completing all required and elective courses necessary to earning the minimum number of credits for a general diploma.

For a general diploma a student must have a minimum of 240 credits. To receive a college prep diploma, 270 credits are required. Every student enrolled in an SDA Academy must pass 10 semester credits of Bible for each year in attendance.

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



## Diploma options

- General Diploma
- College Preparatory Diploma

### A diploma will be granted to a student:

- Who has been in attendance for the final semester of the senior year
- Whose conduct and attendance has been satisfactory as defined in the attendance section.
- Who has met proficiency requirements in Reading, Math, and Language
- Who has completed in a satisfactory manner the course work as listed for the following diploma options:

1. Earned a minimum of 240 semester units required for a general diploma. Earned a minimum of 270 semester credits 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.
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 extracurricular 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.

### General Diploma:

Minimum Total – 240 Semester Units

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 MAP testing in Reading, Language and Math.

**Total Credits 240 credits**

### College Preparatory Diploma:

Minimum Total – 270 Semester Units

Computer Applications	5	credits
Electives	20	credits
English	40	credits
Fine Arts	20	credits
Foreign Language	20	credits
Health	5	credits
Math	30	credits (Alg 1 and above)
Physical Education*	30	credits
(not more than 10 credits from varsity sports)		
Religion	40	credits
Science	30	credits
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 MAP testing in Reading, Language and Math.

**Total Credits 270 credits**

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

## Proficiency Requirements

Before graduation, students are expected to achieve at least a 9<sup>th</sup> grade proficiency on MAP Testing 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 three times per school year. 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.

## Participation in Graduation Exercises for Seniors

Seniors must have successfully completed all requirements for graduation by the end of the school year to be able to march during graduation exercises. These requirements include passing all required classes, meeting minimum proficiency requirements, and the school having received official notification that all correspondence work and/or courses for transfer credits have been successfully completed at least two (2) weeks prior to graduation. Seniors who do not successfully complete requirements by the end of the school year may appeal to the administration in order to participate in graduation exercises.

Seniors, who because of severe, long term medical problems, may petition the administration for a waiver allowing them to participate in graduation activities. Students interested in an accelerated graduation program may set up an appointment to meet with the registrar.

**Juniors and Seniors involved in major discipline during the last quarter may forfeit participation in graduation services.**

## Graduation Cord Significance

Eligibility for honor cords will be determined by the academic standing at the end of the 7th semester. High honor cords are reserved for those with a cumulative 3.50 GPA or above and honor cords are for those with a 3.0 to 3.49 GPA. A student who has attended seven of the eight semesters at Lodi Academy will receive the four-year honor cord.

- Gold = Graduating with a cumulative GPA of 3.5 to 3.99
- Silver = Graduating with a cumulative GPA of 3.0 to 3.49
- Red = awarded to students who have been full time attendance for Lodi Academy (4 years) and Lodi SDA Elementary, Kindergarten to Grade 8 (9 years).
- White = Awarded to students who have been in full time attendance at Lodi Academy in grades 9-12

## Acceleration - 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 administration.

## Transcripts

Transcripts for all previous scholastic work should be mailed directly to: Registrar - Lodi Academy 1230 South Central Avenue Lodi, CA 95240  
Class standing will be based upon transcripts in hand. If a transcript is held by a previous school, the student will not be able to graduate.

### **For Official Lodi Academy transcripts**

Please turn in an official Transcript Request Form available in the office or on our website at: [www.LodiAcademy.net](http://www.LodiAcademy.net)

### **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.

## Daily Class Schedule

Overall schedule of class periods can be found below, updates available in the office or on our website at [www.lodiacademy.net](http://www.lodiacademy.net). For individual class schedules contact the Registrar's office.

# Lodi Academy 2023-2024 Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
Zero Period 7:05am-7:45am	Chemistry (White)	Biology (White)	Anatomy and Physiology (White)	Physics / Ecology (Marson) / (White)		
1st Period 8:00am - 8:50am	** Health/Comp Apps (Gabrys)	Biology (White)	Biology (White)	Biology (White)	1st Period 8:00 - 8:50	
	Geometry (Cooper)	World History (Van Arsdale)	World History (Van Arsdale)	World History (Van Arsdale)		Biology (White)
	Chemistry (White)	English III (Sinz)	English III (Sinz)	English III (Sinz)		World History (Van Arsdale)
	English IV (Sinz) Dual Credit English (Van Arsdale)	Pre-Calculus (Cooper)	Pre-Calculus (Cooper)	Pre-Calculus (Cooper)		English III (Sinz)
2nd Period 8:54am - 9:44am	Algebra I (Cooper)	** Health/Comp Apps (Gabrys)	Algebra I (Cooper)	Algebra I (Cooper)	2nd Period 8:54 - 9:44	
	Anatomy and Physiology (White)	Geometry (Cooper)	Anatomy and Physiology (White)	Anatomy and Physiology (White)		Algebra I (Cooper)
	Spanish I (Kanas)	Chemistry (White)	Spanish I (Kanas)	Spanish I (Kanas)		Anatomy and Physiology (White)
	Government - Sem 1/ Economics - Sem 2 (Van Arsdale)	English IV (Sinz) Dual Credit English (Van Arsdale)	Government - Sem 1/ Economics - Sem 2 (Van Arsdale)	Government - Sem 1/ Economics - Sem 2 (Van Arsdale)		Spanish I (Kanas)
Chapel 9:48am - 10:03am					Chapel 9:48 - 10:18	
3rd Period 10:07am - 10:57am	English I (Sinz)	English I (Sinz)	** Health/Comp Apps (Gabrys)	English I (Sinz)	3rd Period 10:22 - 11:12	
	Religion II (Mahn)	Religion II (Mahn)	Geometry (Cooper)	Religion II (Mahn)		English I (Sinz)
	US History (Van Arsdale) Dual Credit U.S. History (Stubbert)	US History (Van Arsdale) Dual Credit U.S. History (Stubbert)	Chemistry (White)	US History (Van Arsdale) Dual Credit U.S. History (Stubbert)		Religion II (Mahn)
	Spanish II (Kanas)	Spanish II (Kanas)	English IV (Sinz) Dual Credit English (Van Arsdale)	Spanish II (Kanas)		US History (Van Arsdale) Dual Credit U.S. History (Stubbert)
4th Period 11:01am-11:51am	Physical Education I (Gabrys)	Physical Education I (Gabrys)	Physical Education I (Gabrys)	** Health/Comp Apps (Gabrys)	4th Period 11:16 - 12:06	
	English II (Sinz)	English II (Sinz)	English II (Sinz)	Geometry (Cooper)		Physical Education I (Gabrys)
	Religion III (Mahn)	Religion III (Mahn)	Religion III (Mahn)	Chemistry (White)		English II (Sinz)
	Religion IV (Gonzalez)	Religion IV (Gonzalez)	Religion IV (Gonzalez)	English IV (Sinz) Dual Credit English (Van Arsdale)		Religion III (Mahn)
Lunch 11:51am - 12:26pm						
5th Period 12:32pm - 1:22pm	Religion I (Mahn)	Religion I (Mahn)	Religion I (Mahn)	Religion I (Mahn)		
	PE II (Gabrys)	PE II (Gabrys)	PE II (Gabrys)	PE II (Gabrys)		
	Algebra II (Cooper)	Algebra II (Cooper)	Algebra II (Cooper)	Algebra II (Cooper)		
	Physics / Ecology (Marson) / (White)	Physics / Ecology (Marson) / (White)	Physics / Ecology (Marson) / (White)	Physics / Ecology (Marson) / (White)		
7th Period 1:26pm - 2:16pm	Band (Mahn) Wood Shop, Semester 2 (Lemos) Algebra I and Geometry Lab (Cooper) ART (Van Arsdale), Yearbook (Sinz)					
8th Period 2:20pm - 3:10pm	Life Skills I/II (Silber, Marson)	Life Skills I/II (Silber, Marson)	Life Skills I/II (Silber, Marson)	Life Skills I/II (Silber, Marson)		
	Welding, Sem 1 Auto Mechanics, Sem 2 (Haesche)	Welding, Sem 1 Auto Mechanics, Sem 2 (Haesche)	Welding, Sem 1 Auto Mechanics, Sem 2 (Haesche)	Welding, Sem 1 Auto Mechanics, Sem 2 (Haesche)		
	Drama, Sem 1 (Little) Ground School, Sem 2 (Little)	Drama, Sem 1 (Little) Ground School, Sem 2 (Little)	Drama, Sem 1 (Little) Ground School, Sem 2 (Little)	Drama, Sem 1 (Little) Ground School, Sem 2 (Little)		
	Algebra I / Geometry Lab (Cooper)	Algebra I / Geometry Lab (Cooper)	Algebra I / Geometry Lab (Cooper)	Algebra I / Geometry Lab (Cooper)		
	TAZ (Van Arsdale) Yearbook (Sinz) Personal Finance, Sem 1 (Lemos)	TAZ (Van Arsdale) Yearbook (Sinz) Personal Finance, Sem 1 (Lemos)	TAZ (Van Arsdale) Yearbook (Sinz) Personal Finance, Sem 1 (Lemos)	TAZ (Van Arsdale) Yearbook (Sinz) Personal Finance, Sem 1 (Lemos)		
	PE III/IV (Gabrys)	PE III/IV (Gabrys)	PE III/IV (Gabrys)	PE III/IV (Gabrys)		
9th Period 3:14pm - 4:04pm	Singers (Mahn) ART (Van Arsdale)	Singers (Mahn) ART (Van Arsdale)	Singers (Mahn) ART (Van Arsdale)	Singers (Mahn) ART (Van Arsdale)		

Green: Freshman Purple: Sophomore Blue: Junior Red: Senior Black: Open Special Classroom Assignments:  
Dual-Credit History: STEM Room Life Skills I: Shop/STEM Room Personal Finance: STEM Room

Publications: Yearbook Office Religion I: History Room Welding: Auto Shop

## 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”

Plagiarism and cheating are unacceptable.

**Plagiarism** is presenting someone else’s material as your own. Work is plagiarized if any part is taken from another source without proper attribution. Such sources include Internet web sites, encyclopedias, textbooks, magazines, and other students’ papers.

#### Cheating - 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.**

#### First Offense:

- Student receives a zero grade for that assignment.
- Conference with the teacher.
- School administration is informed.
- Teacher contacts parent or guardian.

#### Second Offense:

- Student receives a zero for that assignment.
- Conference with the teacher, parents and principal.

#### Third Offense:

- Student receives a zero grade for that assignment.
- Student receives a suspension.

#### Fourth Offense:

- Administrative Action. Probable Dismissal from School.

## Academic Probation

The goal of our academic-probation policy is to assist in early identification of concerns and to help students maximize their learning experience and help them achieve academic success 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 quarter.

1. On the first occurrence (possibly at the first 4 ½ week grade check), the student and their parents will receive a notice stating their child is having academic challenges that could lead to being placed on academic probation. This notice will outline the steps that will be taken by Lodi Academy if the student is placed on academic probation and what a student can do to be removed from academic probation. Both student and parent must sign the notice and return to the Registrar’s office within one week. Academic probation will include steps students must take to help raise their grades in their class(es), including but not limited to, a homework contract for the class or classes in which the student is earning a low grade. The Registrar, and teacher(s), collaborating with the parent(s) and student will create an action plan to help the student raise their grade and establish practices that will help the student succeed academically. 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 their 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 extracurricular activities, they may be restricted from participation in school-sponsored events that involve out of class time.
3. If still on academic probation at the next grade check, 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.*

## Policy on Grades and Discipline

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

## Eligibility for Student Leadership 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 satisfactory attendance 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 a 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.

## National Honors 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 a quorum of five full-time teaching faculty and administration Lodi Academy.

## Community Service

Lodi Academy is "the school that trains for service" and engages in significant community service opportunities. Twice a school year, the school replaces classes with a Community Service Day. Staff and students participate in making a difference through activities such as helping the elderly or disabled, feeding the homeless, park clean-up and other community service projects.

Lodi Academy believes that real concern for our community is a witness of our faith. The goal of this training is to develop engaged, responsible, and active members of their community. All students are required to participate on Community Service Days. In addition, to meet graduation requirements, students must complete 25 community service hours for each year of attendance at Lodi Academy. Hours must be documented by the student through forms available in the school office.



# 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 Record

Lodi Academy believes that the classroom experience cannot be duplicated. Success in school is directly related to a student's attendance. Students who are absent from the class miss a variety of significant learning experiences that harms the student academically and places an unnecessary burden on the teacher and student. Our community of parents, faculty, and administrators are all needed to assist our students in achieving good attendance habits each year.

The school strives to be fair and understanding with all students and families regarding absences. The school desires the support and cooperation of students and families in school attendance. We highly discourage parents from removing students from school for vacation, celebrations, shopping, driving tests, business appointments, etc.

**Absence Limit:** Any student who is absent from a class for more than 14 class periods in a class per semester for any reason (excused or unexcused), except for school related activities, will not receive credit in that class. Where special circumstances exist (e.g. prolonged illness), a student may petition the Administration Committee for reinstatement to the class.

- The absence limit is based on per class attendance 14 absences per class per semester.
- If a student misses a whole day of classes, they will receive an absence in each class. These absences will count towards the absence limit for each class.
- Excessive attendance issues may impact placement in Dual Credit, Honors or AP Courses.
- A student's attendance record may affect NHS membership and leadership/office eligibility.

## 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/FACTS for posted absences and tardies. In the event of an error, the student must see the 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 the 14<sup>th</sup> absence for the semester. 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

The tardy policy applies to tardies per class. Tardy tallies will start over each semester.

- Tardy is defined as a student late to school or class.
- Students are considered tardy if they are not inside the classroom when the late bell rings.
- All unexcused class tardies will count including study hall.
- Parents are only allowed to excuse tardies for the first period of their student's school day. Once a student is on campus, tardies during the school day cannot be excused by the parent.

If three unexcused tardies are accumulated for a class period, it will count as an "unexcused absence" for the 14 class periods a semester total. Students who are marked "Tardy-Unexcused (TU)" for a class after being more than 20 minutes late will be counted "Absent-unexcused (AU)" for that class period. This unexcused absence will count toward the accrued absences in the Absence Policy.

## Truancy

A student is considered truant if he/she is absent from school without knowledge and consent of parents and school administration. 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.

## Student Illness and Medication

When a student is sick, it is important for the overall health of the entire school that the student does not come to campus. 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.

Any student who is required to take medication during the regular school day as prescribed by a physician may be assisted by school designated personnel if the school has on file the following:

- A. A written statement from such physician detailing the time schedules, amount, and method by which such medications is to be taken and,
- B. A written statement from the parent or guardian of the student indicating the desire that the school assist the student in matters set forth in the physician's statement.

Such medication must be delivered to the school in the original container bearing the pharmacy label. This label is to contain the name and place of business of the seller, the serial number and the date of such prescription, the name of the person for whom such a drug is prescribed, the name of the member of the medical profession who prescribed the drug, and must include directions for use as prescribed by the member of the medical profession.

For the protection of all our students, no medication of any type can be carried by students while on campus or during off campus school trips. In the event a student must carry and self-administer prescription auto-injectable epinephrine and/or self-administer inhaled asthma medication, he/she is required to have on file the above mentioned statements.

## 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 administration with consultation with teachers, 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.
- **Approved pre-arranged absences** still count toward the total of 14 absences per class per semester. Approved pre-arranged absences will be marked as "Pre-arranged" and will by State of California's legal definition, be counted as "unexcused." For school work missed for the "Pre-arranged absences" students will be allowed to make up the work. Arrangements must be made with the teachers prior to the pre-arranged absences for school work to be made up.
- **Unapproved, pre-arranged absences** still count toward the total of 14 absences per class per semester. Attendance will be recorded in Renweb as "Unexcused." Students will NOT be allowed to make up school work missed for these absences.
- Personal days not prearranged will be recorded as UNEXCUSED.

## Finals

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

# Lodi Academy Course Descriptions

## ENGLISH

### **English I – Myths & Legends**

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. The words of Jesus from his Sermon on the Mount in the Gospel of Matthew serve as a scriptural focus in all English classes 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.

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

Prerequisite: None      Grade: 9                      Credit: 10 units

### **English II – World Literature**

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 words of Jesus from his Sermon on the Mount in the Gospel of Matthew serve as a scriptural focus in all English classes 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.

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

Prerequisite: None      Grade: 10                      Credit: 10 units

### **English III – American Literature**

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 words of Jesus from his Sermon on the Mount in the Gospel of Matthew serve as a scriptural focus in all English classes 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.

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

Prerequisite: None      Grade: 11                      Credit: 10 units

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

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 words of Jesus from his Sermon on the Mount in the Gospel of Matthew serve as a scriptural focus in all English classes 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.

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

Prerequisite: None      Grade: 12                      Credit: 10 units

### **Dual-Credit English Literature & Composition**

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. Students who pass this course will receive college credit through Pacific Union College for Composition 101 (1st semester), and Composition 102 (2nd Semester). Dual Credit courses incur an additional fee. This course is graded and reported on student transcript using a 5.0 scale. School-wide Goals: I a-d; II b; III a; IV c.

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

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.

Grade: 12                      Credit: 10 units

## FINE ARTS

### **Art**

Students will learn art history, a variety of art skills using standard materials, and found and low-cost materials. Students will learn how to design and pursue their own self-directed art projects, developing interests and skills that they will continue to use throughout their lives. School-wide Goals: I a, b & d; III c & d; IV a-c.

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

Prerequisite: None

9-12                      Credit: 5 units/semester

### **Band**

Band is for students interested in wind, brass, strings 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.

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

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

9-12                      Credit: 5 units/semester

### **Choir**

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.

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

Prerequisite: None                      Grade: 9-12                      Credit: 2.5 units/semester

### **Lodian Singers**

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.

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

Prerequisite: Audition; Teacher approval                      Grade: 9-12                      Credit: 2.5 units/semester

### **Music Lessons**

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.

Prerequisite: None                      Grade: 9-12                      Credit: 1 unit/semester

### **Video Production**

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.

Grades: 9-12                      Credit: 2.5 units/semester

*Note: This course may not be available every year.*

### **Yearbook**

This is an elective class 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.

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

Prerequisite: None                      Grade: 9-12                      Credit: 5 units/semester

## WORLD LANGUAGE

### **Spanish I**

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

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

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

Prerequisite: None                      Grade: 11-12                      Credit: 10 units

### **Spanish II**

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.

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

Prerequisite: "C-" or better in Spanish I                      Grade: 12                      Credit: 10 units

## **HISTORY & SOCIAL SCIENCE**

### **World History**

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. Outside reading and projects also are required.

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

Prerequisite: None              Grade: 10                      Credit: 10 units

### **United States History**

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 the 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

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

Prerequisite: None              Grade: 11                      Credit: 10 units

### **Dual-Credit United States History**

The Dual Credit 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 who pass this course will receive college credit through Pacific Union College for HIST 134 (1st semester), and HIST 135 (2nd Semester). Dual Credit courses incur an additional fee. This course is graded and reported on student transcript using a 5.0 scale.

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

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

Prerequisite: Teacher Approval                      Grade: 11                      Credit: 10 units

### **United States Government**

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.

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

Prerequisite: None              Grade: 12                      Credit: 5 units

### **Economics**

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.

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

Prerequisite: None              Grade: 12                      Credit: 5 units

### **A.P. Art History (Not offered at this time.)**

AP Art History is an introductory college-level art history course. Students cultivate their understanding of art history through analyzing works of art and placing them in historical context as they explore concepts like culture and cultural interactions, theories and interpretations of art, the impact of materials, processes, and techniques on art and art making, and understanding purpose and audience in art historical analysis.

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

Prerequisite: None              Grade: 10-12                      Credit: 10 units

## MATHEMATICS

### **Algebra I**

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.

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

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

Grade: 9                      Credit: 10 units

### **Algebra 1A/1B**

This course covers the following Algebra I topics over the course of four semesters, 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.

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

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

Grade: 9-10                      Credit: 10 units

### **Algebra II**

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.

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

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

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).

Grade: 11-12                      Credit: 10 units

### **Geometry**

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.

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

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

Grade: 10-11                      Credit: 10 units

### **Pre-Calculus**

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.

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

Prerequisite: “B-” or better in Algebra II

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

Grade: 11-12                      Credit: 10 units

## PHYSICAL EDUCATION, SPORTS, AND HEALTH

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**

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. Prerequisite:

None Grade: 9 Credit: 10 units

### **Physical Education II**

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.

Prerequisite: None Grade: 10 Credit: 10 units

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

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. Prerequisite: None Grade: 11-12 Credit: 10 units

### **Varsity Sports**

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 may vary each year: flag football, volleyball, basketball, soccer, golf and cross country, 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 the school website.

Prerequisite: None Grade: 9-12 Credit: 2.5 units per varsity sport

### **Health**

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
- Informed use of health-related information, products, and services

During this course Students will demonstrate ways in which they can enhance and maintain their health and well-being. Students will understand and demonstrate how to promote positive health practices within the school and community, including how to cultivate positive relationships with their peers. School-wide Goals: I a & c; II b; III c; IV a, b, d & e. Prerequisite: None Grade: 9 Credit: 5 units

## RELIGION

### **Religion I**

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.

Prerequisite: None Grade: 9 Credit: 10 units

### **Religion II**

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.

Prerequisite: None Grade: 10 Credit: 10 units

### **Religion III**

Students 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.

Prerequisite: None      Grade: 11      Credit: 10 units

### **Religion IV**

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. Prerequisite:

None      Grade: 12      Credit: 10 units

## **SCIENCE**

### **Biology**

Biology is a laboratory course on the study of the nature of life and the functions of living things. It considers invertebrate and vertebrate biology and the biology of man. The course compares creationistic and evolutionistic philosophies. Dissection of representative animals and scientific techniques are included.

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

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

Prerequisite: None      Grade: 9      Credit: 10 units

### **Anatomy & Physiology**

Anatomy & Physiology is a laboratory class considering the structure and functions of the human body on a systems level. Systems covered include respiratory, digestive, muscular, endocrine, cardiovascular and immune system. The laboratory section of this class deals with a concurrent study of these systems using cats and other mammals as necessary. This is a rigorous introductory course to prepare serious students for college Anatomy and Physiology.

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

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

Grade: 10      Credit: 10 units

### **Chemistry**

Chemistry is a laboratory course that considers the structure and composition of matter. It studies changes in matter, the mechanisms by which these changes occur, and the energy changes encountered. Pre-professional college programs require College chemistry, for which this course is an advantageous introduction. A number of two-year college nursing courses require that chemistry be taken in college if it has not been elected in high school. This course is taught as a college preparatory course.

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

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

Prerequisite: "C-" or better in Biology; Algebra II, which may be taken concurrently. (See instructor if you'd like to take this course and do not meet the prerequisite).

Grade: 11      Credit: 10 units

### **AP Biology ( not offered at this time.)**

AP Biology is a laboratory course on the study of the nature of life and the functions of living things. It considers invertebrate and vertebrate biology and the biology of man. The course compares Creationistic and Evolutionistic philosophies. Dissection of representative animals and scientific techniques are included.

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

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

Prerequisite: None      Grade: 12      Credit: 10 units

### **Physics**

Physics is a laboratory course covering the topics of measurement, motion and forces in one and two dimensions, momentum, work, energy, machines, states of matter, waves, sound, and light. The course is designed for the student interested in knowing how things work. It is recommended for those pursuing fields of study that require college physics.

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

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

Prerequisite: 'C' or better in Algebra II      Grade: 12      Credit: 10 units



## APPLIED ARTS AND TECHNOLOGY ELECTIVES

### Technology Electives (Schedule Permitting)

These electives are open to all students interested in learning about and applying technology. Hands on experiences are emphasized. The following areas are options for emphasis: welding, woodworking, auto mechanics, autobody repair, graphic design, screen printing process, photography, computer aided drafting.

#### Automotive Mechanics

Automotive Shop I is an introductory class consisting of learning the fundamentals. Topics include shop safety and shop practices, hand tool instructions, equipment operating instructions, consumer awareness, and the operating principles of all major components of the automobile including the engine, transmission, drive lines, differentials, steering, brakes, suspensions, etc.

Prerequisites: None      Grade: 9-12      Credit: 10 units

#### Basic Computer-Aided Design (CAD)

Basic CAD introduces students to Computer-Aided Design (CAD) and careers that use CAD. Students learn about 2-dimensional and 3-dimensional drawing related to architecture using AutoCAD software. They also explore other 3D software like 123D Design, OpenSCAD, and Fusion 360. A final study includes design as it relates to 3D printing with the opportunity to print several projects.

Prerequisites: Keyboarding with a C or better and Computer Applications I with a C or better.

Grade: 10      Credit: 5 Units

Note: This course may not be available every year.

#### Welding

This class is designed to familiarize students with common welding and required safety practices of the welding industry. This is an entry level course. The students will learn basic welding skills with some of the most popular welding processes which include oxy-acetylene Welding, Arc-Welding (SMAW), MIG (GMAW) and learn the basics of welding repair.

Note: This course may not be available every year.

#### Woodworking

Woodworking is a course designed to introduce students to general woodworking practices. Students will be expected to learn about and safely use hand tools, power tools, and woodworking machinery. The projects are designed to give students as much experience as possible by using many different machines and tools.

Note: This course may not be available every year.

#### Computer Applications I

Students will learn three core components of computing. The first is Computing Fundamentals where students examine the hardware and software components of a computer and how it functions as well as covering basic skills in a Windows operating system. The second is Key Applications where students learn Microsoft Word, Excel, and PowerPoint skills. The third is Living Online where students learn data and networking basics, email applications, and Internet tools and their use.

School-wide Goals: 1a, c & d.      Prerequisite: None      Grade: 9      Credit: 5 units

#### Introduction to Computer Programming

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.

Note: This course may not be available every year.

Prerequisite: None      Grades: 10-12      Credit: 5 units

#### Life Skills

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.      Prerequisite: None      Grade: 9      Credit: 10 units

**Personal Finance**

*Foundations in Personal Finance* is a Dave Ramsey curriculum for high school students is full of content that teaches essential personal finance principles like how to budget, save, avoid debt, invest, be a wise consumer and much more!

Prerequisite: None      Grades: 9-12      Credit: 5 units/semester

*Note: This course may not be available every year.*

**Robotics**

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.

Prerequisite: None      Grades: 9-12      Credit: 2.5 units/semester

*Note: This course may not be available every year.*

**The Academy Zone (TAZ)**

This is an elective course whose primary purpose is to publish the school newspaper, The Academy Zone. Students acquire skills through practice by writing articles/editorials, conducting interviews, conducting opinion polls, etc.

Prerequisite: None      Grade: 9-12      Credit: 2.5 units/semester

# Athletics

## PHILOSOPHY OF ATHLETICS

Lodi Academy believes 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. Lodi Academy is committed to equipping 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. Lodi Academy encourages every student to become involved in the athletic program. Lodi Academy believes that winning and losing have important and very basic lessons to teach young people. The athletics department is dedicated to working, guiding and directing student athletes toward the positive aspects of athletics and good sportsmanship in conjunction with the Seventh-day Adventist beliefs and principles.

We believe that young people benefit from athletics.

The Athletic program at Lodi Academy helps students to:

- be a Christian witness in the community
- learn responsibility and discipline
- increase school spirit and ownership
- ensure 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. Any modification to this policy must have athletic director and administration approval as well as be in CIF compliance.

**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.**

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

# SCHOOL LIFE- CITIZENSHIP

## Respectful School Policy

Lodi Academy is committed to providing faculty, staff, and students with a learning and working environment that is free from harassment. 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, 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 Seventh-day Adventist church. The goal is to maintain a school climate that is conducive to learning, and therefore supportive and respectful.

## Expectations of Students

Lodi Academy staff desire for the year to be positive and academically successful for you and are committed to giving this year our best. We realize that as a student you have a large part to play in helping this year to be a success. 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 academicwork 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. It is through a partnership with shared respect and teamwork that we will have the very best school year possible!

## Expectations of Parents

Parents and guardians are to encourage the students to uphold school standards at all times. Every effort is made to work closely with the parent for the success of each student's program. Occasionally questions or problems arise between the student and the school of which the school may be unaware. If such reports are brought home, please call or visit the school so that a cooperative effort may be made to resolve any problem. Items that pertain to classroom discipline, subject grades, individual class attendance, classroom instruction, teacher methods, or other teacher-related matters should first be discussed with the teacher, in accordance with the Biblical model in Matthew 18. If a parent or guardian still feels that the concern is unresolved, then he/she should arrange to discuss it with the principal.

## Supervision

Supervision will begin before school at 7:30 a.m., and will end at 4:30 p.m., except on Friday. Supervision will end at 1:30 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.

## Accidents

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. The student is responsible for immediately reporting any injury to the Business Office.

## Guests and Campus Visitors

To protect our students, all parents and visitors are required to check in at the office during school hours and obtain a visitor's pass. 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.

## 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.

## Student Programs

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

## Banquet Guests

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, at the discretion of the school administration, 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, on the school website 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.

## Volunteers

Our volunteers and chaperones are a valuable asset to the Lodi Academy faculty, staff and students. For the protection of our students **ALL** volunteers and/or chaperones, (this includes drivers for field trips, chaperones, lunch helpers, coaches, and any other aide/volunteer that works with students in any capacity), are required to complete the volunteer clearance, training and background check. Volunteer paperwork is available in the office or on the school website. There is a fee for the process. The school will pay for the athletics volunteer background checks plus reimburse coaches and regular drivers for the fingerprinting process.

## Home and School Association- Parent Teacher Organization

The Home and School Association is for the purpose of uniting the home, school, and church in positive ways and providing parent education, social

activities, and fund-raising for appropriate school needs. The Home and School Association is comprised of parents and staff.

## Dress Code

The appearance of students at Lodi Academy should reflect the values associated with the school. Lodi Academy's 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, Lodi Academy hoodies and sweatshirts may be worn any day of the week. MoreLodi 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. Appropriate footwear is defined by the teacher or event sponsor.
- 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 hairstyles 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 collarbone. 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.
- 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.

### Formal banquet attire

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.

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 a 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, dress suit, or sports coat and dress slacks are considered appropriate attire.

- Neck ties, bowties 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 not to wear School Spirit clothing on School Spirit Friday, regular school dress code will apply.
- School Spirit 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. Parents may also be contacted regarding the dress code violation and/or asked to bring an appropriate change of clothes for their student.

# Campus Conduct

Lodi Academy expects its students to comply with the regulations it has adopted and to otherwise be models of Christian behavior, both in relationship to the school and otherwise. Failure of a student to comply with this standard of behavior will result in the imposition of appropriate discipline. Some misconduct is so serious that it may lead to suspension or expulsion of the student. Whenever, in the judgment of the administration, a student's connection with the school is no longer beneficial to themselves, or should their influence become detrimental to others, they may be dismissed.

These guidelines should not be interpreted to be all-inclusive, and announcements, written or given verbally, may change or modify what is listed below. It should also be noted that such announcements will carry the same authority as those printed in this bulletin.

Discipline for actions/behavior, on campus, off campus, during or outside school hours, or on school sponsored trips, such as those mentioned below may result in suspension or dismissal and may affect eligibility for class or organization offices, some jobs, playing on varsity, intramurals, mission trips, and other such positions and activities.

## Religious Activities

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. 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. As apart of safeguarding our campus atmosphere, profanity and taking God's name in vain is unacceptable on a Christian campus.

## 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.

## Public Displays of Affection

Lodi Academy encourages positive friendships between students. **Lodi Academy has a hands-off policy. No public display of affection will be allowed.** 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. Incidental, non-intimate hugs are appropriate if they are occasional and of short duration. Staff is given discretion to determine what an abuse of the social policy is and may immediately deal with the infraction by verbal feedback. Students who violate this PDA policy will be subject to disciplinary action at the discretion of the school Administration/Administrative Council.

## Harassment

In general, Harassment includes communications such as gestures, jokes, comments, innuendoes, notes, display of pictures or symbols, communicated in any form, including orally, in writing, or electronically via the Internet, cell phones, text messaging or in any other way, that shows disrespect to all persons including those in a legally protected class.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals.

It is the responsibility of all members of the school community to treat each other respectfully. In addition, all members are expected to become familiar with "The Respectful School Policy" noted under Citizenship and abide by it.

## Sexual Harassment

### 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.

Lodi Academy is committed to providing a school environment free from sexual harassment for all students, staff and volunteers 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.

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.

## 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 shall report the incident to the classroom teacher. The student may also report to the principal. If the harassment comes from an adult, the student shall report directly to the principal or another responsible adult.

## Resolving Sexual Harassment Complaints:

Any employee of the school, upon receiving a complaint or otherwise learning of alleged sexual harassment, shall notify the principal, or if the principal is allegedly involved in the harassment, the Northern California Conference Superintendent of Schools. The school will investigate the matter promptly, thoroughly and confidentially. If harassment is found to have taken place, such appropriate corrective action will be taken as reasonably necessary to end the harassment. After the investigation and response, the alleged victim will be informed that appropriate action has been taken. The school will also make appropriate follow-up inquiries to ensure that harassment has not resumed and that the alleged victim has not suffered retaliation.

## Digital Citizenship

### 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.

### Cell Phones and Electronic Devices

Cell phones or the use of electronic equipment 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.

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

### Internet and technology policy

Lodi Academy offers Internet access for academic use. Lodi Academy's goal in providing this service is to promote educational excellence. In order for students to use school computers the computer network, students and their parents must first read and accept the following acceptable use policies.

ACCEPTABLE USE	UNACCEPTABLE USE
<p>There are countless ways to use the computer network and the internet in acceptable ways. These include, but are not limited to:</p> <ul style="list-style-type: none"><li>● Internet research for projects and reports.</li><li>● Subject-specific software.</li><li>● Word processing reports.</li><li>● Processing data on spreadsheets.</li><li>● Creating and accessing databases.</li><li>● Creating multimedia presentations.</li><li>● Supervised use of the computers for educational purposes.</li></ul> <p>This is not meant to be a comprehensive list, but a short list of how computer and network technology can enhance the learning process.</p>	<p>The following behaviors are unacceptable when using the computer network or Internet:</p> <ul style="list-style-type: none"><li>● Violating copyright laws.</li><li>● Using another person's password.</li><li>● Trespassing in another person's folder, work or files.</li><li>● Viewing obscene or derogatory material.</li><li>● Using the school resources for playing games, gambling, extortion, pyramid schemes, chain letters, chatting, visiting sites like Instagram, Snapchat, Facebook, Friendster, Xanga, etc.</li><li>● Using the school resources for advertising or political lobbying.</li><li>● Downloading software.</li><li>● Vandalism to any hardware or software.</li></ul> <p>This is not meant to be a comprehensive list, but examples of actions that may result in disciplinary action.</p>



## School Provided Technology and Equipment

When considering the continued maintenance of school computers, it is imperative that students uphold the **no food/drink** policy around any of the school devices.

Students are responsible for good behavior on the school network just as they are in the classroom. Unacceptable use may result in a loss of computer network access as well as other disciplinary action or legal action.

Lodi Academy filters the Internet and makes every attempt to prevent the viewing of inappropriate material. This filtering is not perfect and students may still be able to view objectionable content. It is the responsibility of the student to notify a staff member of objectionable content so better filtering can be accomplished.

Material created and/or stored on the system is not guaranteed to be private. Network administrators and other staff will review the system from time to time. Students should expect that work created or stored on the network will be viewed by a third party.

Students are asked to:

- Notify a teacher immediately if you identify a security problem.
- Never give out your last name, address, or phone number while on the Internet.
- Notify a school employee immediately if you encounter any material that violates this Acceptable Use Policy.

## Trips, Tours, and Fieldtrips

When the entire school or any group from the school are on a field trip, school-sponsored outing, social event, party or other occasion where the school is in charge, the immediate area prescribed as the location of the activity is considered the extended campus. All rules, regulations, policies and directives applicable to the school apply to the extended campus. Additionally, any regulations pertaining to the extended campus location become regulations of the school and apply as if they were written policy of the school.

**Students and their parents must agree to the guidelines and procedures outlined below to participate in various trips and activities.**

1. The adult sponsors may set check-in times, curfew times, safety precautions and other pertinent appointments and guidelines for the trip. Activities involving overnight trips and or hotel stays are conducted with an assumed mutual trust and respect on the part of all participants.
2. If a student breaks the law, and is arrested by the local authorities, the sponsor(s) will immediately notify the parents and the Principal. The parents will deal directly with the police and arrangements will be made for transporting the student back home. Any extra expenses will be the responsibility of the parents. **No refund will be given to the student or parents for the unused portion of the trip.**
3. If a student is found participating in any of the following offenses, the parents and the Principal may be notified. The student may be separated from the group and arrangements may be made with the parents for transporting the student back home. Any extra expenses will be the responsibility of the parents. **No refund will be given to the student or parents for the unused portion of the trip.**
  - Leaving the hotel room or the student's designated sleeping area after curfew.
  - Entering a room of students of the opposite sex, without the presence of an adult sponsor.
  - Using illegal drugs or abusing prescription drugs. Police will be called.
  - Using tobacco in any form.
  - Using vape pens or electronic cigarettes.
  - Engaging in sexual acts or sexually suggestive behavior.
  - Participating in fights.
  - Participating in acts of vandalism. Police will be called.
  - Displaying any other behavior that the adult sponsors deem to be inappropriate.
  - Consuming alcoholic drinks. If there is a reasonable suspicion, the parents and the student consent to a breathalyzer test. If the test is positive the student may be separated from the group and sent home pending arrangements. If your student refuses to take the test it will be treated the same as a positive test.
3. Students are not allowed to rent or drive motorized vehicles (including scooters).
4. Students missing curfew or other check-in appointments may be subject to the same consequences outlined in item #2.

## 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.

## Substance Abuse

Lodi Academy believes that the use of addictive, mind- or mood-altering substances is not in the best interest of a student. Therefore, the Academy will suspend or dismiss a student who uses such substances or abuses the use of legal/prescribed medications or drugs. Lodi Academy reserves the right to have a student drug/substance tested, at the expense of the student, when there is suspicion of such use.

## Search Policy

The Lodi Academy administration reserves the right to search student lockers and personal items if reasonable suspicion of illegal activity occurs. The school search policy is effective for all students in attendance. This policy is designed to balance the privacy of the individual student while allowing school officials to maintain a safe environment for all students. The school administration has the right and responsibility to conduct (in the presence of an adult witness) a search of a student, a student's automobile, backpack (or similar items), and/or locker when there is reasonable suspicion that a student may be in possession of drugs, weapons, alcohol, or other contraband in violation of school rules, school policy, or law. A student's personal computer, tablet, phone, or other technology may also be searched when there is reasonable suspicion that the devices contain information relevant to a violation of school rule, school policy, or law. The school will use reasonable efforts to make the search minimally invasive and targeted. Parents will be notified after any search.

Law enforcement may be contacted where appropriate before, during, or after search. When appropriate, the school may report violations of law to appropriate authorities.

## Leaving Campus

Lodi Academy is a closed 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. 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. 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 Leave Pass are expected to leave campus by the time their period begins.
- A student who leaves campus without permission will have privileges revoked and his/her parents will be notified.
- It is critical that the office be aware of the location of all students at all times.

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. **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.

## Lunch Leave

Lunch Leave is available to Juniors and Seniors only. 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: \_\_\_\_\_ Date: \_\_\_\_\_  
*Print* *Sign*

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

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.

## Student 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 following regulations apply to all motorized vehicles, including scooters and motorcycles:

*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 is leaving 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.
- **The school reserves the right to inspect on-campus vehicles.**

## Skateboards, Skates, Rollerblades, Bicycles, and Mopeds

Skateboarding, 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.

## 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.

# Dismissal

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 an unacceptable substance such as but not limited to alcohol, tobacco, marijuana, vape etc.
  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 SDA 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.
11. In addition, a student may be expelled when the principal, appropriate school committee, or school board, considering the totality of circumstances, include the history of parental or guardian conduct, determines: 1) that a parent or guardian's and/or school employee's misconduct is serious enough to constitute a threat to the safety and/or welfare of students, a substantial disruption of the school environment, and/or a serious violation of a generally accepted practice or tenet of the Seventh-day Adventist Church; and 2) the parent or guardian is not amenable to improving behavior.

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:
  - (i) The fact that expulsion is being recommended.
  - (ii) The factual basis for the expulsion.
  - (iii) Any written documents that shall be used by the school board in deciding the issue.
  - (iv) A copy of this policy.
  - (v) The time and place of the hearing and the school board or executive committee conducting the hearing.
  - (vi) 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:
  - (i) Hear the evidence.
  - (ii) Ask questions of any witnesses of the school representative.
  - (iii) Present relevant evidence including witnesses.
  - (iv) 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.

## Suspension and Dismissal

Students who have been suspended may not return on campus for the period of their suspension unless explicit permission is granted by the administration. Students who have been dismissed from Lodi Academy may not return to the campus until after the end of the school year unless permission has been granted by the administration.

## 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.

# Handbook Access to Purpose

## Access to this Publication

The school administration makes this bulletin and handbook available to all present and future employees of the school. A copy of this publication is available on the school website at [www.lodiacademy.net](http://www.lodiacademy.net) and all present and future students, their parents and guardians are encouraged to keep a copy and refer to it as needed.

## Announced Rules

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

***ASBESTOS STATEMENT:*** 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.