

Puget Sound Adventist Academy

Student Handbook

TABLE OF CONTENTS

WELCOME..... 5
 ACCREDITATION 5
 PURPOSE AND OBJECTIVES 5
 MISSION STATEMENT 5

ADMISSIONS POLICY 6
 QUALIFICATIONS FOR ADMISSION 6
 NON-DISCRIMINATION POLICY 6
 SCHOOL VISITS AND ACADEMY DAY 6
 PREVIOUS BALANCES 6
 ADMISSION PROCESS 6
 PHYSICAL EXAMINATIONS & IMMUNIZATIONS 7
 PARENT-STUDENT-ADMINISTRATOR CONFERENCE 7
 ADMISSIONS COMMITTEE 7
 APPLICATION HOLDS 7
 LETTER OF ACCEPTANCE 7
 FINANCIAL CONTRACT 7
 INTERNATIONAL STUDENT APPLICATIONS 8
 RETURNING STUDENTS 9
 TRANSCRIPTS 9

ACADEMIC INFORMATION 10
 IOWA ASSESSMENT 10
 ACT/SAT 10
 ADVANCED PLACEMENT (AP) 11
 STUDENT EVALUATION 11
 ACADEMIC REQUIREMENTS FOR ATHLETIC ELIGIBILITY 11
 HOMEWORK/LATE WORK 12
 ACADEMIC HONESTY 12
 ACHIEVEMENT TESTING 12
 PARENT-TEACHER CONFERENCES 12
 ACADEMIC PROBATION 13
 HONOR ROLL AND ACADEMIC AWARDS RECOGNITION 13
 NATIONAL HONOR SOCIETY 13
 GRADUATION REQUIREMENTS 13
 TRANSFER CREDIT 15
 RUNNING START 15
 HOME SCHOOL 16
 DROP/ADD/WITHDRAWAL A CLASS 16
 WITHDRAWING FROM PSAA 16
 WAIVER/CHALLENGE TESTS 16
 CLASS ELIGIBILITY 16
 COUNSELING AND TESTING SERVICES 17
 GRADUATION RECOGNITION 17

SCHOLASTIC REPORTS.....	18
COURSE DESCRIPTIONS	19
RELIGION	19
MATHEMATICS	19
SCIENCE	20
COMMUNICATION SKILLS.....	21
SOCIAL STUDIES.....	22
FOREIGN LANGUAGE.....	23
PHYSICAL EDUCATION.....	23
OCCUPATIONAL.....	23
FINE ARTS.....	24
MISC.....	24
STUDENT IMAGE AND DRESS CODE	25
ATTENDANCE INFORMATION	26
SCHOOL HOURS	26
ATTENDANCE	26
ABSENCES.....	26
TARDIES.....	28
ROLE OF AN EXCEPTION	28
STUDENT SERVICES.....	30
OFFICE HOURS.....	30
SCHOOL HOURS	30
BEFORE AND AFTER SCHOOL SUPERVISION	30
EMERGENCY PACKETS	30
LUNCH	30
LOCKERS	30
SCHOOL VIDEOS AND/OR PHOTOS.....	31
SCHOOL TELEPHONES AND USAGE	31
MEDICATION AT SCHOOL.....	31
ILLNESS	31
FIELD/CLASS TRIPS	31
FIELD TRIP PERMISSION.....	32
VISITORS.....	32
EMERGENCY PROCEDURES.....	32
FIRE DRILLS	33
STUDENT LIFE.....	34
CHAPEL AND ASSEMBLY PROGRAMS	34
HALL POLICY	34
LOCKERS	34
FOOD/DRINK	34
BANQUETS	34
CLOSED CAMPUS POLICY	35
SENIOR PRIVILEGE.....	35
LEAVING SCHOOL EARLY.....	35
SCHOOL CLOSURE.....	35
ELECTRONIC EQUIPMENT.....	35
MOBILE PHONES AND OTHER COMMUNICATION DEVICES.....	36
ACCEPTABLE USE OF TECHNOLOGY RESOURCES.....	36
TRAFFIC PROCEDURES.....	37
STUDENT DRIVERS	37

EXTRA-CURRICULAR ACTIVITIES	38
EXTRACURRICULAR ACTIVITIES REQUIREMENTS	38
ASSOCIATED STUDENT BODY (ASB)	38
MUSIC GROUPS	38
CLASS ORGANIZATIONS	38
MISSION TRIPS.....	39
CAMPUS MINISTRIES.....	39
LEADERSHIP CRITERIA.....	39
DISCIPLINE	41
DISCIPLINARY CONSEQUENCES.....	41
DISCIPLINE COMMITTEE	41
PROBLEM RESOLUTION.....	42
STUDENT CONFLICT RESOLUTION	42
CODE OF CONDUCT	42
WEAPONS POLICY	43
STUDENT HARASSMENT /BULLYING	43
PROPERTY RIGHTS.....	44
PROPERTY DAMAGE AND RESTITUTION.....	44
STUDENT SUSPENSION	45
STUDENT EXPULSION.....	45
UNCOOPERATIVE PARENTS.....	45

WELCOME

It is a pleasure to welcome you to Puget Sound Adventist Academy (PSAA). PSAA is committed to providing a rigorous academic education in a supportive and positive Christian environment for our students. We strive to facilitate a young person's development in a Christian atmosphere. The goal of the curriculum is help each student find his/her full potential in every area of development: the spiritual, social/emotional, cognitive and physical.

This handbook is meant to provide parents and students with important information about the school. It will familiarize you with school policies and procedures designed to create an optimal and safe learning environment in which students can excel and experience success.

Please note that school reserves the right to update, change or modify school policies and procedures at any time and that such updates are just as authoritative and binding as if they were published in the student handbook.

ACCREDITATION

PSAA is owned and operated by the Seventh-day Adventist Church and is part of the largest Protestant educational system in the world. The school is fully accredited by the Middle States Association Commissions on Elementary and Secondary Schools, National Council for Private School Accreditation and the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, Inc. The school curriculum is based on the comprehensive requirements of the North American Division and North Pacific Union Conference of Seventh-day Adventists and is aligned with both national and state standards.

PURPOSE AND OBJECTIVES

PSAA was established to provide a holistic educational and spiritual environment in which students can excel and develop academically, physically, socially, and emotionally. Reverence for God and kindness to others are qualities that are encouraged through effective role modeling by parents and teachers and through classroom instruction.

MISSION STATEMENT

PSAA prepares students to be life-long learners, critical thinkers, and tomorrow's leaders. Through a rigorous academic and holistic education, students are empowered with spiritual commitment, personal responsibility, integrity, leadership skills, and a caring social awareness and sensitivity to the community and world around them. PSAA students are prepared for success in life and for eternity.

ADMISSIONS POLICY

QUALIFICATIONS FOR ADMISSION

PSAA is open to young people who desire a rigorous Christian education and who are serious about performing at their very best. Students who apply should be willing to comply with the objectives of the school and live in harmony with its principles.

NON-DISCRIMINATION POLICY

PSAA admits students of any race to all the rights, privileges, and activities generally accorded or made available to students. Puget Sound Adventist Academy makes no discrimination on the basis of ethnicity, culture, religion or gender in admission.

SCHOOL VISITS AND ACADEMY DAY

All prospective students and their parents are invited to visit PSAA on this special visitation day, generally scheduled in the spring. This day includes campus tours, programs, and other activities planned to help acquaint visitors with the school. Students may also choose to participate in scholarship auditions/tryouts. School visits may also be arranged on an individual basis at any time during the school year.

PREVIOUS BALANCES

The account for the previous year's expenses at PSAA or any other Seventh-day Adventist school must be paid in full before any student is allowed to enroll for the new school year.

ADMISSION PROCESS

All students applying to PSAA must submit an online application form that can be found on the school website at www.psa.org. There is a \$25 non-refundable application fee that is due when submitting the application, payable online only with a credit card. The school accepts Visa and MasterCard.

In addition to the application form, the following documents must also be submitted to the school office:

- Two recommendations forms; one from a former principal or teacher and one from a non-relative adult (new students only).
- Original Washington State Certificate of Immunization Status or an immunization exemption form (Required before any student begins school)
- A Request for Records form (for transfer students only)

Re-enrolling students must complete the online re-enrollment form found on FACTS (Formally Renweb).

PHYSICAL EXAMINATIONS & IMMUNIZATIONS

Physical examinations are required for all new students, and all students participating in the sports program. These are good for two years and are due prior to the first practice. Washington State law requires that no student be admitted to school without a completed Washington Certificate of Immunization Status on file.

PARENT-STUDENT-ADMINISTRATOR CONFERENCE

All new students must attend a conference with their parent(s) and an administrator of Puget Sound Adventist Academy before the student's application can be completely processed.

ADMISSIONS COMMITTEE

After the complete set of application forms and fees are turned in, the application is ready to be processed through the Admissions Committee. If the student is new to PSAA, former school records will be taken into consideration at this time. The Admissions Committee reviews each student's application before a letter of acceptance is issued.

APPLICATION HOLDS

An application can be delayed for processing through the Admissions Committee for the following reasons: 1) the application forms are not completely filled out and/or signed, 2) the correct application fee is not paid in full, 3) the records from a previous school have not been obtained for a new student, and 4) a balance on an account from a previous year at PSAA or other SDA school has not been paid in full. No space will be retained in a classroom for any student whose application is being held.

LETTER OF ACCEPTANCE

Each year new and returning students will receive a Letter of Acceptance when all application or reapplication requirements are satisfactorily met and the students' records have been reviewed by the Admissions Committee. Following acceptance, the student will be reserved a spot on the class roster.

FINANCIAL CONTRACT

After an application is processed through the Admissions Committee and a letter of acceptance is issued, a Financial Contract must be signed by the individual(s) responsible for the student's account. The person(s) responsible for the account are designated as the financial sponsor of the student. Financial sponsors can sign their Financial Contracts by contacting the Business Manager at PSAA. No student will be allowed into a classroom on the first day of school until the financial contract is signed by the individual(s) responsible for the student's account.

INTERNATIONAL STUDENT APPLICATIONS

Students who wish to apply to PSAA should first contact the school Registrar to determine if space is available in the desired grade level. Applying students should have a moderate level of English proficiency. TOEFL tests will be used to determine and monitor student English language proficiency and development.

Qualifying students must submit the following minimum iBT (Internet based TOEFL) scores:

- 9th grade – 50
- 10th grade – 60
- 11th grade – 70
- 12th grade – 80

Students who are unable to reach the minimum score may apply to be a student in the **English Language Experience**, where they will audit all of the same classes as their English-speaking classmates. Please note that the student will not be accepted as a student for the following year until they have met the minimum iBT for their grade level.

The TOEFL test is the most recognized tool for measuring English proficiency. There are several variations of the TOEFL, each with its own scoring. In order to avoid confusion, international students will be required to submit scores from the Internet Based TOEFL, often called the iBT. This test is widely available in testing centers. Booking a testing time may be limited and it may take several weeks to receive scores. Students interested in studying in the United States should schedule a test as soon as possible.

Students who are accepted to the school will experience a welcoming and inclusive student body and staff committed to their success.

Below are listed the requirements established by the U.S. Citizenship and Immigration Services (USCIS) to receive an I-20 form:

- Letter of intent stating what the student's plan is for the coming school year and for the remainder of his/ her high school years. If the student plans to attend college in the U.S., please include that information in the letter since it assists the Registrar in working out the credits.
- Bank statements from the parent or supporting persons (whoever is paying tuition and providing care for the student) as proof of finances. This is required in order for the USCIS to see that the student will be financially taken care of while staying in the United States.
- (New Students Only) Student transcripts are needed from the previous school, translated in order for the Registrar to properly assess the student's academic credits.
- Two letters of recommendation from previous school (translated).
- Completed application form along with the \$225 non-refundable application fee.
- Immunization records and physical exam from doctor's office.

- The USCIS requires a complete home address of the student from his/her country. This address must include:
 1. Full name of student
 2. Street and apartment number
 3. Province or Territory Country Zip Code
 4. Full names, address(es), e-mail and phone numbers for parents

- SEVIS Foreign Exchange Fee (I-901): This fee is non-refundable. The new U.S. Immigration and Customs Enforcement branch of Homeland Security has created a charge for processing foreign exchange students. The fee of \$200 will be submitted and paid through the school and a receipt of payment will be issued to the student or responsible party. This receipt is required along with the I-20 when the student applies for an F-1 visa at the U.S. Embassy.

Foreign Exchange Financial Information Based on 10 Months – Tuition and Fees are for students entering after July 1. For detailed financial information please refer to the International Student portion of the Financial Information Section at the back of this handbook.

RETURNING STUDENTS

Returning students will be notified when the re-enrollment period is open. Re-enrollment is done through FACTS (formally RenWeb).

TRANSCRIPTS

All new students making application to attend PSAA must furnish a record of their previous schooling. Entering freshmen must show evidence of eighth-grade completion. Acceptance will be probationary until these records are on file. Grade placement may be delayed until previous transcripts are received.

ACADEMIC INFORMATION

*These requirements apply to the Class of 2018 and beyond.
Requirements are updated on an annual basis.*

ACADEMIC TESTING

Academic testing provides a snapshot of student growth and provides a useful tool to identify strengths and areas for growth. PSAA uses several different kinds of assessment.

PSAT

The PSAT/NMSQT is given to all 10th and 11th graders in October. The PSAT/NMSQT makes them eligible to become National Merit Scholars. The 10th grade students are given the PSAT 10 in the spring. According to the College Board, “The PSAT/NMSQT and the PSAT 10 cover the same content areas. Both tests provide students and educators with the chance to check in on progress toward college and career readiness and success. And both serve as an excellent way for students to preview and practice for the SAT, because they are tightly aligned with the new SAT. The new PSAT/NMSQT and the PSAT 10 will give students access to free personalized SAT study. With students’ explicit permission, Khan Academy will use their PSAT/NMSQT or PSAT 10 results to create a study plan especially for them.” For more information and for study material, please go to the PSAT website.

IOWA ASSESSMENT

In order to measure our students’ growth from year to year, students are given the Iowa Assessment. This test will be given in the Fall and the results are provided to parents by the end of the first semester. For more information on this test, please visit the following IA website: www.mercerpublishing.com/iwoa-assessments/faq

ACT/SAT

Students who are planning on attending college should take the ACT and/or SAT during the second semester of their junior year. Although both tests cover much of the same material, some students may prefer one test over the other. Practice tests are available for both of these assessments on the internet. Students interested in attending highly competitive colleges should consider taking the test at the end of their junior year.

Both tests are offered several times throughout the year, on Saturdays. They may also be taken on a Sunday to accommodate those with religious concerns regarding Saturday testing.

ADVANCED PLACEMENT (AP)

Students interested in preparing for the AP tests may make arrangements for extra support from individual teachers or purchase self-study materials. In the spring we will order the AP tests for students who are prepared to take them.

STUDENT EVALUATION

PSAA utilizes the FACTS (formally RenWeb) school management system (factsmgt.com) as an effective online resource whereby parents can regularly monitor their child's performance at school. Teachers update information weekly. Parents are strongly encouraged to make regular use of this effective online tool. Login and password information can be obtained from the school Registrar.

Student report cards are issued two times each academic year with midterm report cards issued at the end of 1st and 3rd quarters. Academy students and parents will receive weekly email progress reports. These reports are designed to keep students and parents informed regularly of their student's performance before permanent grades are entered on the quarterly reports. Academic marks at PSAA are based on a five-letter system of A, B, C, D, and F. An "F" grade indicates failure to meet minimum requirements.

The teacher will notify parents in an ongoing basis if their child is failing or doing unsatisfactory work and will keep parents informed of progress and special needs.

Grades are used to determine Honor Roll members (see following sections) and to determine eligibility for promotions, for participation in extra-curricular activities and those programs that require a student to miss school or valuable study time due to practice routines or extensive traveling. The following policy will be employed to insure academic priorities:

1. Students with three or more failures in their core classes may be ineligible for promotion into the next grade.
2. When a student receives a failing semester grade in core subject (required by WA State for graduation), that course will have to be repeated in summer school to allow that student PSAA re-admission.
3. Any student with one or more "F's" in a course may have their participation in extracurricular activities limited until such time as their academic performance improves. Please see conditions for sports inclusion below.

ACADEMIC REQUIREMENTS FOR ATHLETIC ELIGIBILITY

Students must be academically successful by maintaining at least a C average in order to participate in the afterschool athletic program (games and practices). If a student does not maintain acceptable grades, they will be suspended from afterschool athletics; at least until the next interim grading period. Students may not have more than one D in any given class per quarter in order to remain eligible. An F in any class, regardless of overall GPA, will make

a student ineligible. If grades have not improved by the next interim grading period, the student will remain ineligible for participating in the afterschool athletic program

HOMEWORK/LATE WORK

A major part of academic success is completing assignments on time. Being responsible and meeting deadlines is a critical life skill that students must learn. All students are required to meet these expectations. Please refer to the syllabus for the policy regarding late/missing work.

ACADEMIC HONESTY

PSAA's policy regarding academic honesty is based on the Christian principles embraced by the school. Habits of hard work and honesty promote integrity, self-reliance, self-respect, responsibility, and trust. Grades on all assignments are to represent the student's best work. Individual progress cannot otherwise be fairly determined. PSAA assumes that all students enrolled are honest unless the trust placed in them is broken. While students who practice dishonesty usually care a great deal about succeeding in school, they actually jeopardize the success of themselves and their peers. The consequences for such behavior may include failing grades, suspension and possible dismissal from school. Dishonesty can occur in many forms, including, but not limited to, the following:

1. Allowing another student to copy or borrow one's work.
2. Copying or borrowing answers or ideas from another's work.
3. Using unauthorized notes or looking on another's paper during a test or assignment.
4. Working together on assignments when the assignment is not given as a team project.
5. Copying a theme or other writing assignment from any source without giving credit to the original author.
6. Having parents, friends, or tutors do assignments.
7. Unauthorized use of electronic or web-based reference tools on assignments or tests.

ACHIEVEMENT TESTING

Iowa Assessment tests will be given to each grade level during the fall. An essential part of achievement testing is to utilize test results to assist the teaching staff, the student, and the parent in determining realistic academic expectations for each child.

PARENT-TEACHER CONFERENCES

Twice each year a special day is set-aside on the school calendar at the end of the first and third grading periods for parent-teacher conferences. All parents are urged to come to this conference.

Additional conferences may be arranged on an as needed basis. If parents wish to speak with a teacher, it is best to make an appointment with the teacher or to leave a message with the administrative assistant in the front office. Please feel free to initiate contact through the

school office to speak with your child's teacher(s). An informed parent is a supportive parent. We actively seek opportunities to partner with our parents.

ACADEMIC PROBATION

Students may be placed on academic probation at either midterm or semester grading periods should performance indicate the need for greater scrutiny or corrective action.

HONOR ROLL AND ACADEMIC AWARDS RECOGNITION

PSAA considers academic awards, honors, and accolades a vital part of its emphasis in a student's performance.

Students are eligible for academic awards with the following GPA and good citizenship:

Principal's List	3.9-4.0
Honor Roll	3.5-3.89
Honorable Mention	3.0-3.49

No D's or F's for all categories.

NATIONAL HONOR SOCIETY

PSAA has an active chapter of the National Honor Society (NHS). Candidates must maintain a cumulative scholastic grade point average of at least 3.5. All students who meet the academic requirements will then be considered for membership by a Faculty Council where they will also be evaluated on the basis of service, leadership, and character. NHS membership is an honor which is recognized and valued by colleges and universities, and comes with responsibility to serve both at school and in the community.

NHS is a service organization. Members must also exhibit leadership, character, and compassion through service. For this reason, members must complete additional hours of service over the minimum required for graduation. First semester service projects include things such as Hopelink Banquet, Blood Drive, Angel Tree, etc. During second semester each NHS member will lead out in a service project of his/her choosing.

GRADUATION REQUIREMENTS

General Diploma: The listing below outlines minimum requirements for graduation in the years indicated as set forth by the General Conference of Seventh-day Adventists, North Pacific Union Conference, and the State of Washington. The State of Washington requires a minimum of 24 total credits for graduation. See the table below for the breakdown per subject area. Each semester completed receives .5 credits. PSAA students are required to fulfill both state and NPUC requirements whichever is higher.

Subject	Credit	WA State Req	NPUC Req
Bible I (1)	1	0	1
Bible II (1)	1	0	1
Bible III (1)	1	0	1
Bible IV (1)	1	0	1
English I	1	1	1
English II	1	1	1
English III	1	1	1
English IV/College Writing	1	1	1
Film and Literature	1	0	0
Speech	1	0	0
Debate	1	0	0
Algebra I	1	1	1
Geometry	1	1	1
Algebra II	1	1	0
Pre-Calculus	1	0	0
Calculus	1	0	0
Physical Science (2)	1	1	1
Biology (2)	1	1	1
Chemistry (2)	1	1	0
Physics (2)	1	0	0
Anatomy & Physiology (2)	1	0	0
WA State History (3)	1	0	0
Modern World History (3)	1	1	1
US History (3)	1	1	1
American Government (3)	.5	.5	.5
Civics (3)	.5	.5	.5
Geography (3)	1	0	0
Subject	Credit	WA State Req	NPUC Req
Spanish I (4)	1	1	0
Spanish II (4)	1	1	0
Art (5)	1	1	1
Band (5)	.5	.5	0
Choir (5)	.5	.5	0
Physical Education I	.5	.5	.5
Health	.5	.5	.5
Physical Education II	1	1	1

Computer Applications	1	1	1
Life Skills	1	0	0

(1) Students are required to fulfill 1 credit per year when attending an Adventist school only. Students transferring from a non-Adventist school do not have to make up Religion credits.

(2) 2 credits must include a lab.

Effective 2019: A total of three science credits are required for graduation.

(3) 1 credit must be U.S. History and 1 credit must be in Modern World History. WA State History is non-credit required course. This course is taught at PSAA, but can be completed at the junior high level. Any student entering PSAA without this credit from 8th grade must complete this course before the beginning of senior year.

Effective 2020: 1 semester of Civics is required for graduation.

(4) Effective 2019: A total of 2 credits of foreign language is required for graduation.

(5) Effective 2019: A total of 2 credits must be earned; it can be in any combination of the classes offered. After 2 credits have been earned toward the Fine Arts requirements, all other credits will go toward the elective credit requirements.

(6) Credits must be in Algebra I, Geometry and Algebra II.

TRANSFER CREDIT

Students who are enrolled in PSAA must get prior permission to receive academic credit for concurrent enrollment in another school or college, for correspondence courses, or for summer school courses. While enrolled in PSAA, the total number of credits accepted from these outside sources is not to exceed 25% of the student class load. These credits are to be completed before entering senior year.

Students transferring from a non-accredited school will not receive a grade for courses taken but may receive credit. Students may have to pass an exam to receive credit for such courses.

Students must receive permission from the registrar to take courses outside of school to fulfill requirements that cannot be met at PSAA. Students may not take a class outside PSAA to avoid taking a class from a specific teacher.

To receive a diploma, students must be enrolled for at least 2 credits in the last semester.

RUNNING START

Students enrolled at PSAA are eligible to also participate in the Running Start program offered through public schools. Please see the Registrar for details on how the program works and how to apply.

HOME SCHOOL

Credits will be evaluated on an individual basis to determine if a letter grade will be accepted. Generally, students transferring from a home school, high school program will receive a grade of P, for passing. Home school students may elect to register for individual classes and some sports and music programs. Specialty music groups and varsity sports are reserved for regularly enrolled students.

DROP/ADD/WITHDRAWAL A CLASS

Students may drop a class up to two weeks after the beginning of a semester. Classes may not be added after the second week of each semester.

Under extreme circumstances a student may find it necessary to withdraw from a class after the two-week deadline to drop a class. This could seriously affect his/her ability to graduate on time. To withdraw from a class requires completion of a "Request to Change Program" form. Withdrawal is not official until approved by the registrar. Withdrawal from a class will negatively affect the cumulative GPA.

WITHDRAWING FROM PSAA

Students withdrawing from PSAA during the school year need to notify the office and complete the "Intention to Withdraw" and the "Withdraw from Classes" forms. All financial obligations to PSAA must be met before transcripts will be released.

WAIVER/CHALLENGE TESTS

Students who have mastery of Spanish I, or ELL may request permission from the instructor and the administration to take a challenge or waiver test for either course. The fee for this test is \$25. Credit may be given for the course but no honor points will be earned. If credit is awarded, students who successfully pass the test, as determined by the teacher, will receive a "P" grade for passing the course. No more than 2 semester credits earned through waiver/challenge tests may apply towards graduation requirements.

CLASS ELIGIBILITY

Specific requirements for class eligibility are as follows:

Freshmen — All first year academy students are classified as freshmen and are eligible to attend the freshman class meetings as voting members.

Sophomore — All second year academy students who have completed a minimum of 6 semester credits are classified as sophomores and are eligible to attend the sophomore class meetings as voting members.

Juniors — All third year academy students with a minimum of 12 semester credits and currently enrolled in classes to earn 18 semester credits by the end of the third year are classified as juniors and are eligible to attend the junior class meeting as voting members.

Seniors — All fourth year academy students may be classified as seniors, at the start of the year if: 1. They have completed a minimum of 18 semester credits. 2. All correspondence courses required for graduation have been completed with transcripts received by PSAA. 3. They are set to complete all requirements for graduation, as set forth under the graduation requirements.

Graduating class — The graduating class is composed of seniors who, prior to graduation, will have:

- a. Completed a minimum of 24 semester credits including required courses.
- b. Submitted for approval all credits from other schools on file in registrar's office.
- c. Completed all correspondence work and submitted final grades to the school registrar.
- d. Arranged for payment of all school accounts.

COUNSELING AND TESTING SERVICES

General guidance and counseling are available to all students through the chaplain, registrar and student services. Standardized tests to aid in determining the student's aptitude in various subject areas are administered. All students will take achievement tests each fall. All sophomores take the PSAT; all juniors take the PSAT and are strongly encouraged to take the SAT and/or ACT test. As students consider college and career planning, they are encouraged to continually assess their academic and personal aspirations, goals and interests. The school registrar and Vice-Principal serve as the Guidance Counselor to assist students in their college and life planning design.

GRADUATION RECOGNITION

Gold Cords: Students who maintain a cumulative GPA of 3.5 or higher, through the 1st semester of the senior year will be recognized during Commencement exercises with gold cords.

White Cords: National Honor Society students with a cumulative GPA of at least 3.5, along with good character, demonstrated leadership and service components will wear white cords at graduation.

Silver Cords: Students who complete graduation requirements and have been in attendance at PSAA for eight continuous semesters (4 years) will receive silver cords at graduation.

Pins: Pins are awarded for academics, athletics, leadership, service, community contribution, and work-ethic.

SCHOLASTIC REPORTS

The academic year is divided into two semesters. The first semester closes in January and the second semester typically closes in early June. At the end of each quarter (nine weeks) a progress report indicating scholastic standing is given to each parent and student. Only semester grades are recorded on the student's permanent record.

In addition to grade reports, grades will be available at factsmgt.com. During the first and third quarters, parent-teacher conferences will be scheduled. Parents are encouraged to keep in close contact with teachers and administration regarding their student's progress. Parents/guardians may schedule a conference anytime they deem it necessary. If parents do not have Internet at home, hard copy can be requested.

The following grading and honor point system is used:

93-100	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
63-66	D	1.0
0-62	F	0

Grade W (Withdraw) not counted

AU (Audit) not counted

P (Credit) not counted

*Students not working to their academic potential will be placed on academic advisement and may be asked to meet with the faculty to determine a plan for improvement.

COURSE DESCRIPTIONS

RELIGION

Bible I (2 Semesters 1 Credits) - The involvement of God in the life of the individual is the emphasis of this class. First semester begins with a look at the Bible as the source of our beliefs and practices and continues to examine evidence from the Old Testament that God can be trusted. The second semester looks at the life of Christ as the clearest evidence of God's desire to be a part of our lives.

Bible II (2 Semesters, 1 Credits) - This course focuses upon the impact Christ has upon His family as a whole rather than just upon the individual. Evidence from the Old Testament will be covered first semester while challenges facing the Christian church from the time of Christ to the present will be the focus second semester. From this study we will look for evidence of God's desire for His church family today.

Bible III (2 Semesters, 1 Credits) - Junior Bible or Bible Doctrines focuses on the beliefs held by the Seventh-day Adventist Church and will examine how each of these doctrines relate to the person of Jesus Christ and His will for us. Special attention will be given to events just prior to the Second Coming and the opportunity of sharing the Good News of His coming with others.

Bible IV (2 Semesters, 1 Credits) - An introduction to moral philosophy that emphasizes the importance of a personal code of ethics to the good of society as well as a survey of historical ethical thought. The identification of a Christian value system is studied. Units on friendships, dating, marriage and family focus on assisting students in establishing a Christian philosophy of bonding.

ESL – Introduction to the Bible (2 Semester, 1 Credits) - A course designed to introduce students to Christianity to non-native English speakers. The class will cover the basic tenants of the Christian faith and the unique beliefs of the Seventh-day Adventist Church. This will be done through inductive Bible study as well as discussions, which will allow students the opportunity to explore different worldviews and how they compare to Christianity. The class will also analyze Christian philosophy and culture in the modern era as it relates to Christianity.

MATHEMATICS

ALGEBRA I (2 Semesters, 1 Credits)

Algebra I introduces the concept of finding the unknown. Algebra 1 will explore the world of linear equations, solving for variables, graphs and their properties, and other skills. This course will also delve into concepts in preparation for geometry, systems of equations, and inequalities.

GEOMETRY (2 Semesters, 1 Credits)

Geometry explores the study of properties and application of geometric shapes, both in the 2nd and 3rd dimension. Units on analytic geometry and trigonometry are included. Most importantly geometry is designed to solve (prove) properties of geometric figures and shapes through inductive and deductive thinking.

Prerequisite: Algebra I

ALGEBRA II (2 Semesters, 1 Credits)

Algebra 2 continues to build on algebraic and geometric concepts in preparation for Pre-Calculus. Algebra 2 will explore the world of functions, solving inequalities, graphs and their properties, and other complex skills. This course will also delve into trigonometric ratios, functions, and properties. Algebra 2 introduces statistics, series, and probability.

Prerequisite: Algebra I

PRECALUCUS (2 Semesters, 1 Credits)

This course covers topics in algebra ranging from polynomial, rational, and exponential functions to conic sections. Advanced trigonometry concepts will be introduced and expanded on from algebra 2. This course is designed to prepare students for Calculus. Students will then begin calculus concepts such as limits, derivatives, and integrals.

Prerequisite: "C" in Algebra II or permission from instructor.

SCIENCE

Physical Science (2 semesters, 1 Credit) - This course emphasizes the development of basic scientific skills and concepts in chemistry and physics. In addition, scientific vocabulary, laboratory skills and reading comprehension will be addressed to assist students in furthering their science education.

Biology (2 Semesters, 1 Credits) is the study of living organisms and the processes of life. Topics include microscope (types and usage), the cell (structure and function), cellular energy (respiration, fermentation, photosynthesis), mitosis, meiosis, genetics (chromosomes, genes, inheritance, mutations and disorders, genetic engineering), some botany, some microbiology (virus, bacteria), invertebrates and vertebrates. Biology related careers are covered as well as dissection of specimens. Labs are included and required.

Chemistry (2 Semesters, 1 Credit) - A study of atomic structure and how it relates to the physical properties and characteristics of the elements. Chemical composition and reactions are studied as well as the chemistry of solids, liquids, gases, acids, and bases. Lab work is required. **Prerequisite: Algebra I**

Anatomy and Physiology (2 Semesters, 1 Credit) - Anatomy and Physiology is an elective two-semester lab science course that covers the basic structure and function of the human body using a systems approach. Major topics covered include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems along with immunity, metabolism, and fluid, electrolyte, and acid-base homeostasis. Laboratory work includes required dissection of preserved animal specimens, microscopy, models, and experimental

demonstration of concepts covered in class. This course is designed primarily for students majoring in nursing or allied health fields.

Prerequisite: “C” in Biology or permission from instructor. Students are required to maintain a “C” average to remain in this class.

Physics (2 Semesters, 1 Credit) - A study of the fundamental laws of physics as related to the following fields: mechanics, heat, sound, light, electricity and magnetism. This course is intended to meet the needs of a student who may be required to take an introductory course in college physics. Lab work is required. There is an additional \$30 lab fee for this class.

Prerequisite: “C” in Algebra II or permission from instructor.

NOTE: Students are expected to work in the science lab using mature and safe behavior~ they will follow directions, express themselves in writing, do mathematical calculations and keep a course notebook

COMMUNICATION SKILLS

English I (2 Semesters, 1 Credits) - An introduction to writing and reading with increasing complexity. The class includes extensive writing practice with special emphasis on the essay, as well as research writing and creative writing units.

A variety of literary forms improve reading: short story, drama, nonfiction, poetry, and the novel. The primary purpose of reading in this class is to develop appreciation for quality literature while increasing vocabulary and reading comprehension.

English II (2 Semesters, 1 Credits) – A continuation of skill building in writing and reading with increasing complexity. The class includes renewed practice of essay writing, as well as research writing and creative writing units. A variety of literary forms, with advanced complexity are studied: short story, drama, nonfiction, poetry, and the novel. The primary purpose of reading in this class is to develop an appreciation for quality literature while also increasing vocabulary and reading comprehension.

English III (2 Semesters, 1 Credits) - This course offers a survey of British literature and continued honing of writing and presentation skills. From Chaucer to Shakespeare to Orwell, special emphasis is placed on developing reading skills and complex literary analysis. Interested students may take this course for Honors credit.

English IV (1 Semester, .5 Credits) – A survey of literature from major world cultures, both ancient and modern. Equal attention is paid to cultural literacy, literary analysis, and writing. In-class essays and longer papers are emphasized. Class meets one semester. Interested students may take this course for Honors credit and the AP Language & Composition exam in addition to this class.

College Writing Prep (1 Semester, .5 Credits) – An intensive writing course for improving and expanding writing skills in various forms in preparation for college entrance. This course is designed to prepare students for writing at the college level, and emphasizes academic essay writing and the research writing process and paper production. Students give oral

presentations work in this course as well. Interested students may take this course for Honors credit and the AP Language & Composition exam in addition to this class.

SOCIAL STUDIES

Modern World History (2 Semesters, 1 Credit) – This course provides a general overview to contemporary world history, beginning with the Industrial Revolution. The rise of imperialism, capitalism, and communism are examined as students study such events as World War I, the Great Depression, World War II, and the Cold War.

U.S. History and Government (2 Semesters 1 Credit) - This course begins with the early exploration and settlement of the New World and closes at the end of the nineteenth century. Major events examined include Colonial Society, Revolutionary Era, Development of the Constitution, the Civil War and Reconstruction, Social Movements, Industrialism, the Native Americans and the Western Frontier, and the development and influence of American art, philosophy, religion, and literature.

Contemporary World Problems & Geography (1 semester .5 Credit) - Students learn about the geography of the various continents and countries of the world, including the 5 themes of geography: why a place is located where it is, what it is like, what the significance of its location is, and the issues that affect it. Students also learn how to read and draw maps and to recall place names and locations. Geography includes climate patterns, how to study people and cultures and how to use various geographic tools. This study includes an examination of environmental issues facing our world society.

History through Film & Literature (1 semester, .5 credits) – History as viewed through the cultural mediums of literature and selected films. The student will evaluate the impact of these mediums upon the average person in society. Mini units with selected themes such as slavery, genocide, and civil rights will be offered and evaluated.

Civics (1 Semester .5 Credits) -This course will provide a comprehensive background for the understanding of United States citizenship and the foundations and operation of the federal, state and local government organizations and procedures, with special emphasis on the rights and responsibilities of Washington citizens. Students will apply this understanding to current event topics relevant to our nation and election issues. They will be able to analyze and interpret data relevant to government and politics, and be able to critically analyze relevant theories and concepts, apply them appropriately, and develop connections throughout this course. This course will emphasize civic participation by the students.

Washington State History (1 semester .5 credits) – Students examine and analyze the history of our state from the earliest human contact through to the present day. Units on the explorers, the coastal and inland Native American cultures, and the settlement of the West are included. The Indian Wars are studied as well as the territorial and statehood eras. The semester concludes with study of contemporary issues facing our state.

FOREIGN LANGUAGE

Spanish I (2 Semesters, 1 Credits) - The principal emphasis of the first year of Spanish is understanding the language and learning to speak it through the study of grammar and vocabulary. The class also attempts to build a better understanding of the customs, language and peoples of the Hispanic world.

Spanish II (2 Semesters, 1 Credits) - The second year of the language seeks to expand the student's knowledge of grammar and vocabulary so that they may communicate and understand the language on a more advanced level. Writing and reading the language is also emphasized as well as an appreciation of and exposure to the Hispanic culture. Students with less than a 70% at the end of the first semester will be dropped from the class.

Prerequisite: A grade of C or higher in Spanish I or permission from the teacher.

English as a Second Language (ESL) (.5 Credits per Semester) - ESL is an introductory class for students whose first language is not English. Students who are not yet proficient in English, as determined by placement tests, will be required to enroll in ESL until satisfactory skills are acquired and a minimum TOEFL score of 61 (IBT). Students who are enrolled in ESL class may receive a pass/fail grade in some subjects until the teacher deems the student has a sufficient mastery of the English language to comprehend and communicate subject concepts. An extra fee is charged for ESL class. This class includes cultural awareness and students will have mandatory activities outside of school hours.

PHYSICAL EDUCATION

Physical Education I/II (3 Semesters total, 1.5 credits) - Team and individual sports are covered. Fitness testing is done twice a year. Participation, cooperation and sportsmanship are emphasized. Advanced strategy and skill is stressed.

Health – (1 Semester, .5 credit)

This course focuses on the importance of healthful living and making responsible choices conducive to life-long wellness. Students will explore the biblical principles of healthy living as well as the connection between physical activity, life-style choices, and wellness.

Varsity Sports (.25 Credits each sport) - This course involves the strenuous conditioning, advanced skill and strategy development, practice time and game involvement required for membership on academy varsity teams. Extra fee and permission from instructor required.

OCCUPATIONAL

Computer Applications (2 Semesters, 1 Credit) - The course introduces students to a variety of applications of computer technology using current operating systems and cloud platforms. These include Desktop Publishing tools, Microsoft Office applications, and video editing tools. Students will be challenged to improve keyboarding skills with focus on speed and accuracy. History of computers and computer ethics are also covered.

FINE ARTS

Art (.25 credits/semester) – A survey class of diverse techniques: drawing, watercolor, mix media, and acrylic painting. Throughout the year, artists and art styles will be researched; at the end of the year, students will show their work in a community Art Exhibition. Grading is based on individual proficiency and participation.

Band (.25 Credits/Semester) - Band is offered to those who have some proficiency with a musical instrument. Varied styles of secular and religious music may be performed at schools, churches, and special events. An audition may be required for chair placement. Participation is required at all performances. Students may not drop during the semester. A one-year commitment is encouraged.

Choir (.25 Credits/Semester) - A general singing group open to interested students. All aspects of proper vocal technique are emphasized, particularly those dealing with group singing. The choir may perform at local churches, service clubs, and other special events. Participation is required at all performances. Students may not drop during the semester. A one-year commitment is encouraged.

MISC.

Community Service (25 hours) –All students are required to complete personal community service. Please see the Chaplain’s office for hourly details. The biennially scheduled international mission trip counts for up to 12 hours.

Work Experience – Limited work experience is available. Students enrolled in the scholarship program are given the first opportunity.

Correspondence Classes/Distance Learning - Puget Sound Adventist Academy has partnered with Greenways Academy of Washington to offer elective classes to students through their correspondence program. Please visit our web site for a link, or go directly to www.greenwaysacademy.com/washington for class details. Other online distance learning programs may be acceptable with school approval.

STUDENT IMAGE AND DRESS CODE

It is an established fact that the attire of students has an important influence on the attitude toward learning within any school. Although matters of taste should be left up to students and their parents, we feel a strong responsibility as a school to provide guidelines for parents and students to use in determining what is and is not appropriate. The key guideline is that dress should be professional and modest and never relate to intimidating behavior, or interfere with anyone's right to learn or teach, or endanger health or safety. Due to current fashion trends, we believe it is important to emphasize the following dress guidelines for our students:

- Hats/visors, hoods and electronic devices (including ear buds/headphones) are not allowed during class, assembly or chapel. They are allowed outside of those specific times.
- An adequate coverage of the body is required.
- Bare midriff, halter tops, strapless tops, spaghetti straps, low necklines, backless tops, or otherwise revealing tops, exposed underwear or skin, excessive sagging, holes or tears above the knee in pants or shorts are not allowed.
- Dresses, skirts and shorts must fall mid-thigh or longer (worn with or without leggings). Tops worn with leggings must cover to mid-thigh. Leggings, tights, jeggings worn without mid-thigh coverage are not allowed.
- Shorts are allowed for classroom wear provided they are mid-thigh length and not excessively tight.
- Pajama tops or bottoms are not allowed.
- Footwear must be worn at all times.
- Sleeveless shirts and tank tops are allowed provided they cover undergarments and the midriff is not exposed.
- Clothing, jewelry, word/graphics on clothing, which interferes with the learning process or school climate, or unclean clothing, grooming that may threaten the health or safety of students or others is not allowed.
- Due to changing fads and fashions, there may be changes during the year.

Students who fail to comply with the dress code may be removed from the classroom until their parent/guardian can provide them with acceptable clothing.

ATTENDANCE INFORMATION

SCHOOL HOURS

The school day begins at 8:00 am and dismissal is at 3:30 pm. On Friday, dismissal is at 2:00 pm. Students should be picked up or leave campus after school is dismissed unless they are involved in after-school activities. The school is not responsible for the after-school supervision of your student. Any student not involved in an after-school activity but is still on campus after 4:00 pm on regular school days (and after 2:30 pm on Friday), will need to sign-in to the after-school care program at Kirkland SDA School (KSDA), which is the elementary school on our shared campus. This after-school supervision program is located in the cafeteria. Your student will be charged the regular after-school supervision rates. The KSDA after-school supervision ends at 6:00 pm on Monday through Thursday and at 4:00 pm on Friday. Students still on campus after the end of regular after-school supervision will be charged a fee of \$20.00 per each 15-minute block.

ATTENDANCE

PSAA believes that optimum learning is a result of consistent class attendance. Regular and punctual attendance is essential for success as a student. Therefore, excellent attendance is expected of all students and PSAA discourages unnecessary tardiness, absences and vacations on school days. Being present and on time are important life skills.

Students are expected to be on time each day. When the morning attendance bell rings, students need to be prepared to enter the classroom on time. This is an important time when teachers make announcements, pray and worship with their students. Some classes may have entry quizzes that cannot be retaken without a school-sanctioned excuse. Students entering late, not only miss out on these important aspects of the school experience, they also disrupt the class.

PSAA is a “closed campus.” Students may not leave the school campus within school hours. All students must sign-out at the school office before leaving campus prior to being dismissed at the end of a school day. Refer to the “Closed Campus” section. Seniors may have off campus privileges, however must sign-out before leaving campus during school hours. See the “Senior Privileges” section.

ABSENCES

Excused Absences:

Students may be excused from school, with the consent of their parent/guardian for the circumstances below. A parent/guardian needs to notify the school office in person, by phone, or in writing/email to request an excused absence within the school day that was missed. The school may grant an excuse for the following reasons:

1. The student is ill.
2. For court appearances.
3. There is a death in the immediate family.
4. The student has a medical or dental appointment.
5. Family emergency situations, as defined by the school's administration.
6. There are extenuating substantiated circumstances causing an absence, which has been pre-arranged and pre-approved by the school's administration prior to the absence. These extenuating circumstances may not exceed beyond a total of 5 days of school, within a school year, to be considered excused.
7. School-sponsored activities. See "School-sponsored" section.

It is the student's responsibility to make up missed work. All missed work must be turned in 3 days upon return to school unless other arrangements have been made with individual class teachers. Assessment and labs will be scheduled in cooperation with the student and teacher.

Unexcused Absences:

1. An unexcused absence are those in which proper notification has not been given from the parent/guardian to the school (as outlined above), and/or have not been pre-arranged nor excused by the school's administration.
2. Students will not be allowed to make up work missed due to an unexcused absence.

Pre-Arranged Absences:

All absences, which a student and parent/guardian know of in advance must be communicated and pre-arranged at least 2 weeks (14 days) in advance. A "Pre-Arranged Absence Form" must be completed and submitted to the school office.

Pre-arranged absences are not necessarily excused. Pre-arranged absences need to be pre-approved by the school's administration and fall under the "excused" circumstances for the absence to be excused.

Assigned work must be completed in advance or is due 3 days upon the student's return to school unless other arrangements have been made with the individual teacher.

Excessive Absenteeism:

A student who is absent more than 20 percent (including excused absences) of each semester in any class period may forfeit his his/her grade and credit for the class period. If absences exceed this amount, the student may be asked to repeat that class in order to receive credit for that class; this could also affect the student's class standing.

An absence is recorded if a student misses more than 10 minutes of a single class period or between 10 to 20 minutes of a block class period.

A parent/guardian may petition the school administration for credit if the parent/guardian believes extenuating circumstances merit review of the student's record. The petition process begins by calling the office to schedule a review with the school's administration.

Excessive absenteeism may lead to the following:

1. Should a student be excessively tardy or absent, the classroom teacher and/or school administration will contact the parent/guardian to discuss the need for improvement.
2. Loss of participation in extracurricular events.
3. Loss of privileges to participate in off campus trips.
4. Forfeit grade and class credit.
5. Excessive absenteeism may be subject to corrective disciplinary action.
6. Excessive absenteeism may result in dismissal.

TARDIES

A student arriving on campus late, or arriving to class after the bell has rung, must report to the school office to receive a Late Slip from the school office, before entering class.

Students are expected to be in class when the attendance bell rings. A tardy is recorded when a student arrives to class less than 10 minutes late or up to 10-20 minutes for a block class period. Three tardies in any one class will be counted as one absence, which counts towards the allowable absence limit for the semester.

Excused Tardies:

Refer to the “Excused Absences” section for a list of excused absences, which also qualifies for excused tardies.

ANSWERS TO COMMON QUESTIONS CONCERNING ATTENDANCE

- Students who miss class because of school functions, such as sports or music tours, are not counted as absent from any class periods they miss.
- Students who are anticipating having to miss school are expected to inform the teachers and school of their plans by completing a Pre-Arranged Absence Form available from the school office. Students must make up all work missed due to absences as determined by the classroom teacher. Pre-Arranged absences are not excused unless they fall under excusable reasons.
- Students and parents are encouraged to check FACTS (formally Renweb) to keep updated on current grades and attendance. A student’s attendance record will be reflected on the grade report form.

ROLE OF AN EXCEPTION

PSAA reserves the right to grant an exception on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual student, parent/guardian whose student attends PSAA.

STUDENT SERVICES

OFFICE HOURS

The administrative offices will be open from 7:45 am to 3:45 pm, except on Friday when the office will close at 2:30 pm. The business office is open Tuesday-Thursday from 10:00 am to 4:00 pm. Appointments outside of these hours can be arranged by contacting the business manager.

SCHOOL HOURS

School hours are 8:00 am to 3:30 pm Monday-Thursday. Friday dismissal is at 2:00 pm. Students are expected to be on time for school. They should leave the school promptly upon dismissal unless they are involved in a school-sponsored activity.

BEFORE AND AFTER SCHOOL SUPERVISION

The school day begins at 8:00 am. and concludes at 3:30 pm. On Friday, dismissal is at 2:00 pm. Students should be picked up or leave campus after school is dismissed unless they are involved in after-school activities. The school is not responsible for the after-school supervision of your child. Any student still on campus after 4:00 pm on regular school days and 2:30 pm on Friday, who is not involved in an afterschool activity will signed into the KSDA afterschool care program in the cafeteria and charged the regular after school supervision rates. The KSDA afterschool supervision ends at 6:00 p.m. on Monday through Thursday and at 4:00 pm. on Friday. Students still on campus after the end of regular after-school supervision will be charged a fee of \$20.00 per each 15-minute block.

EMERGENCY PACKETS

In case of an emergency, each classroom is equipped with supplies to take care of the immediate needs of our students.

LUNCH

Hot lunch is available each day in the school cafeteria for \$4.00. Lunch is not served on half days.

LOCKERS

Lockers are available for student use. The school administration reserves the right to inspect these lockers at any time.

SCHOOL VIDEOS AND/OR PHOTOS

The school uses videos and photos for various events, programs, publications and the school website during the school year. We will use group pictures, individual pictures, campus pictures, and videos. By enrolling a child at PSAA, parents or guardians are granting permission to the school to use videos or photos of their child for school purposes.

SCHOOL TELEPHONES AND USAGE

Office phones are for school business only. The staff may occasionally allow students use of phones for emergency calls

Student cell phones are not to be used during class time, unless prior permission from faculty or staff has been given. Violations of this rule will depend on classroom rules and may be subject to a \$10.00 fine. Repeated violations may result in the phone being confiscated for a longer period of time.

MEDICATION AT SCHOOL

All prescription and non-prescription medicine must be clearly labeled and kept in the school office. Non-prescription medication may be dispensed at the school from the administrative office if parental consent is provided. Prescribed medicine will only be administered to a student when his/her name is officially inscribed on the dispensing container. Parents must send a note with a prescribed medication that contains specific directions for dosing along with their consent for that medication to be given to their child. Students are not allowed to self-medicate and should not keep any medication on their person during school hours.

ILLNESS

Students who exhibit symptoms of the following types of infectious diseases such as gastrointestinal, respiratory, and skin or direct contact infections, may be excluded from the school if it is determined that any of the following exist:

1. The illness prevents the student from participating in the program activities.
2. They have or have had a fever in the past 24 hours. A student must be fever free without taking fever-reducing medication for 24 hours before returning to school.
3. Diarrhea or vomiting for 24 hours without medication before returning to school.
4. Conjunctivitis (pink eye) until clear and without symptoms for 24 hours.
5. Head lice, free of all nits and mites.

Students who are mildly ill can remain in school if they are not contagious, and they can participate in the daily program, including physical activities. This includes students with a slight cold or allergy, or have been on antibiotics for 24 hours or more.

FIELD/CLASS TRIPS

Field trips are an important educational tool and all students are expected to participate fully in all school programs. Parents will be notified of all field trips.

Student participation in field trips or class trips is a privilege and not a right. Student may forfeit the privilege of participating in such activities should their personal citizenship, behavior, or academic performance warrant such restrictions. Field trips and class trips are only for students in that particular class or grade. Other school-age siblings will not be allowed to participate. Students not enrolled at PSAA will not be allowed to participate.

Being a parent sponsor is a responsibility that should not be taken lightly as the safety and security of all of our students must be the first priority. The number of parent sponsors participating in off campus activities may also be limited by the location of the activity.

FIELD TRIP PERMISSION

Permission slips will be sent home to notify the parents of the activity and possible accompanying charges. Parents have the right to prevent their children from attending certain field trips. This can either be done by a written note or telephone call to the school.

VISITORS

All individuals wishing to visit the campus should register with the school office upon arrival and obtain a pass that must be displayed at all times. Visitors are expected to cooperate with the school program and comply with the requests of teachers or school administrators.

Anyone noting any unusual or suspicious individuals wandering on the campus should notify the principal or school office immediately. No student visitors or relatives of students will be allowed at school without prior approval which includes: notification of request to the front office, the classroom teacher(s), and written permission from the visitor's parent or guardian. The presence of student visitors is discouraged in order to avoid disruption in the school program.

Parents of our students are always welcome to visit the school. Please schedule all conference visits through the school office or directly with the specific teacher in advance. Parents, when coming onto campus during the school day, should sign in at the office and not go directly to the classroom and potentially interrupt the class. School board members are welcome to visit the school but are asked to sign in at the office upon arrival. Guests will be expected to comply with the basic rules and policies of the school and should not be a distraction to the normal academic pursuits of the day.

EMERGENCY PROCEDURES

The staff of PSAA is prepared to handle a variety of emergency situations with procedures that are specifically designed for maximum safety of the students. Staff members are trained in CPR and First Aid.

FIRE DRILLS

Fire and emergency drills are periodically conducted according to state law. All students are expected to fully cooperate with the PSAA staff in these necessary drills. Through these drills students are taught to respond quickly in a serious, disciplined manner should a dangerous situation occur.

STUDENT LIFE

CHAPEL AND ASSEMBLY PROGRAMS

Chapel and assembly services are important for building school spirit and unity and are considered an important part of the school curriculum. Books, notebooks, or other materials for studying or reading are not permitted in assemblies or chapel programs. Courtesy and appreciation should be shown to all speakers, performers, and program participants.

HALL POLICY

During school hours, students are expected to be in a classroom or study hall. Students in the hall must have a classroom pass for the specific purpose of using the restroom or reporting to the office. Books and personal items should be stored in a hall/gym locker or classroom.

LOCKERS

Lockers are available for students. We ask students to please USE your locker. This is the only way to secure your personal items. Lockers are a convenience privilege. Any vandalism, modification, marking or defacing, or unauthorized entry of a locker will result in suspension of locker privileges. Lockers ARE NOT to be forced or left unlocked. Lockers are the property of the school. Things displayed in lockers should be consistent with the philosophy of the school. Locker inspections may be made from time to time. The school reserves the right to search any locker it deems necessary. **SECURITY OF LOCKER CONTENTS AND LOCK COMBINATION IS THE SOLE RESPONSIBILITY OF THE STUDENT.** The school assumes no responsibility for damage to or loss of books, clothing, musical instruments, or other personal property left by anyone on the school grounds or in the school building either during or after school hours.

FOOD/DRINK

Food is not allowed in classrooms. Consumption of food and drink will be limited to authorized areas (student lounge and cafeteria). Food or drinks are not allowed in the computer lab or in the vicinity of school computers. Food or drinks (with the exception of water) are not allowed on the gym floor.

BANQUETS

Under certain conditions, outside dates may be escorted to the ASB/JSB Banquets. Students must follow the prescribed process for obtaining approval of an outside date. Outside dates must be willing to adhere to regular PSAA school rules. Elementary students and students more than 2 years past their high school graduation are not eligible to attend PSAA banquets.

Requests to bring an outside date must be submitted **AT LEAST two weeks prior** to the event for faculty approval.

CLOSED CAMPUS POLICY

PSAA operates as a “closed campus” and students are not allowed to leave campus during school class time (8:00 am to 3:30 pm). Students must sign out at the office when leaving with an authorized adult during these times.

SENIOR PRIVILEGE

The only exception to PSAA’s “closed campus” policy is that for 2nd Semester a senior student may be granted off-campus driving privileges during the lunch period based on demonstrated responsibility exhibited 1st Semester. Seniors will need to complete the appropriate, notarized paperwork that includes both a parental signature of approval as well as school authorization. Students are required to sign in and out at the office when entering and leaving campus. Like all other students, seniors are expected to arrive on time for class and other activities. Academic, behavior, and attendance problems will result in forfeiture of senior off-campus driving privileges. Seniors are not permitted to have other students in their car when driving during the school day.

LEAVING SCHOOL EARLY

Any student who needs to leave during the school day due to illness or appointments must sign out with the front office before leaving with an authorized adult. The parent needs to send a note to the school office. The student needs to sign back in when they return from their appointment.

SCHOOL CLOSURE

In the event of emergency or extreme weather conditions, the school will utilize the Flash Alert News Wire (notifies major TV news networks), FACTS email system, and Remind text system. Families can also check the school’s social media sites, Facebook and Instagram.

ELECTRONIC EQUIPMENT

No electronics, with the exception of tablets and personal computers may be used during the school day (8:00 am to 3:30 pm) unless authorized by a school staff member for a specific educational purpose. Personal computers are allowed only for educational use. Other electronic equipment, toys, or games are not to be used on campus during the school day or on any school sponsored trips. Non-educational use of electronics (i.e. gaming, personal music listening, etc.) is not allowed during the school day.

Exceptions to this policy may be allowed in special circumstances or for certain classes at the discretion of an individual teacher. Should a teacher permit the use of such a device for class, it can be used only for class and then must be put away. Otherwise, such items, if visible or being used may be confiscated and held until the end of the school day. A \$10.00 retrieval fee may be charged. Repeat violations will result in items being confiscated for a longer period of time and returned only to a parent. PSAA personnel will not be held responsible for any electronic equipment brought to school that is damaged, lost, stolen or confiscated.

MOBILE PHONES AND OTHER COMMUNICATION DEVICES

Although PSAA recognizes that parents want to be able to reach their students by phone, mobile phones and communication devices (i.e. watches, tablets) must be turned OFF and OUT OF SIGHT during class time. Communication devices may be used during breaks and at lunch. Exceptions to this policy may be allowed in special circumstances or for certain classes at the discretion of an individual teacher. Should a teacher permit the use of such a device for class, it can be used only for class and then put away. Communication devices will be confiscated if used, seen, or heard in class. A \$10.00 retrieval fee may be charged. Communication devices that are confiscated repeatedly may be held until the end of the semester or school year. PSAA assumes no responsibility for any communication device that is brought onto the PSAA campus.

School administration, teachers, or staff may, when necessary, utilize student mobile phone numbers or personal email (call, text, automatic notifications) to communicate important information, updates, or reminders.

ACCEPTABLE USE OF TECHNOLOGY RESOURCES

PSAA recognizes that the appropriate use of technology is an important part of the educational process. The school provides Internet access for student use for educational purposes only. It is a general expectation that all computers, including personal computers and gadgets (i.e. watches, tablets, etc.), used at PSAA are to be used in a responsible, ethical, and legal manner.

The following uses of the Internet and/or social media are considered unacceptable:

- Posting of personal information including, but not limited to, address, phone numbers, etc.
- Re-posting (forwarding) personal communications without the author's prior consent
- Using the network for financial gain, for commercial activity or for any illegal activity
- Attempts to gain unauthorized access to any computer system on or off campus
- Plagiarism and copyright infringement of work found on the Internet
- Accessing profane or obscene content or any site that advocates illegal acts, violence, or discrimination towards others
- Use of email or social media to bully or treat others with disrespect or ridicule
- Copying commercial software or copyrighted material (i.e. music, videos, images) in violation of copyright laws
- Non-educational activities such as playing computer games or viewing movies.

The person to whom an account is issued is responsible at all times for its proper use. Users must not give a password to another user. Failure to adhere to the policy and guidelines, as described above, may result in the revocation of privileges.

By enrolling at PSAA, students (and their parents) are agreeing to comply with these Acceptable Use Standards.

TRAFFIC PROCEDURES

As a safety precaution for our students please follow all traffic direction arrows and signs. All vehicle traffic is designed to flow in a north to south direction **only**. Please enter using the 108th Avenue N.E. driveway **only** and exit **only** onto N.E. 53rd via the driveway in front, or through the gate behind the school. **Please do not stop or park along the curb in front of the office/gym.** Use marked parking spaces only. Please adhere to the strict 5 MPH speed limit when driving through campus. Because of recess and class schedules, there is **no** parking or **through traffic** in the playground area behind the school from 9:00 am to 3:00 pm. All student parking is located outside the front gate in front of the elementary building and in the gated west parking by Building C.

STUDENT DRIVERS

Any student driving a vehicle to and from school must park the vehicle outside the gate and in the lot in front of the elementary building. A student may lose school driving privileges for unsafe or uncooperative actions. Students may not transport other students to school events without (1) express permission of the school sponsor and (2) express permission being given by the parent/guardian (of both students) to the school sponsor.

EXTRA-CURRICULAR ACTIVITIES

EXTRACURRICULAR ACTIVITIES REQUIREMENTS

The school provides a wide variety of campus life and extra-curricular activities for students to participate in, some of which are listed below. Student participation in extra-curricular activities may be limited due to academic or disciplinary concerns.

ASSOCIATED STUDENT BODY (ASB)

ASB is the general organization of the student body that is responsible for social, spiritual and cultural activities. ASB provides leadership opportunities for students. Activities include vespers, banquets, Spirit Week, Connect, and friendship activities. Visitors may be welcomed with prior approval.

MUSIC GROUPS

PSAA has music groups suited to the varied musical interests of its students. Among these groups are the Band, Jazz Band, Flute Choir, Choir, and Dodici. These groups present programs for various church, civic, and school activities. Membership requirements include attendance and participation in all scheduled programs. Students may participate in the annual WWU Music Clinic as well as a music tour at the end of the year. Students may drop a music program only at the end of the 1st semester.

SPORTS PROGRAM

Students may try-out for the following sports: Soccer, girls' volleyball, basketball, bowling, golf, and track and field. Other sports may be offered during the school year depending on the interest level. Good sportsmanship is required and expected for all participants and fans. To participate in the sports program students must receive a C or higher in all classes with a minimum of 2.0 GPA. Acceptable attendance is required as well. It is a privilege to be a part of the sports program at PSAA. Grades will be checked on game day. Students who fall short of the academic requirements will be ineligible to compete.

An athletic fee of \$150.00 to \$350.00 for Varsity and JV (cost dependent on sport). Students participating in sports programs must have a sports physical exam every two years. Sports physicals must be completed before the first practice. Our Athletic Program is governed by the Washington Interscholastic Activities Association (WIAA) and must abide by all rules and procedures. There are no exceptions.

CLASS ORGANIZATIONS

Class organizations provide leadership opportunities for students. Officers and sponsors are responsible for planning class activities (see Leadership Criteria for officers).

MISSION TRIPS

Groups of students may choose to spend vacation time helping others. Some of the countries visited: Mexico, India, Honduras, Costa Rica, Fiji, Mississippi, Belize, and Dominican Republic to build churches, schools, etc. Through this opportunity, students have the experience of serving God and our church. Biennial foreign trips alternate with local mission trips. International trips are reserved for Juniors and Seniors.

CAMPUS MINISTRIES

PSAA supports an active campus ministries program whose goal is to provide each student with the opportunity to be involved in some form of ministry. The officers are composed of elected class pastors. Students have the opportunity to participate in:

- Small Group Bible Studies
- Week of Prayer
- Music/Worship/Drama Teams
- Mission Trips
- Local Area Church Worship
- Regular Outreach Activities
- Student Tutor Programs
- Community Service Projects
- Prayer Groups
- Spiritual Retreats/Bible Conferences

LEADERSHIP CRITERIA

All candidates for office must have observable positive Christian behavior. A leadership position will be forfeited if a student is involved in major disciplinary action or does not continue to support Christian values and/or display loyalty to the school. **All candidates for any office must get final approval from faculty before running.**

Major office leadership:

These include ASB President, ASB Vice-President, ASB Spiritual Vice-President, Freshman Class President, Freshman Class Vice-President, Sophomore President, Sophomore Class Vice-President, Junior Class President, Junior Class Vice-President, Senior Class President, Senior Class Vice-President, and Yearbook Editor.

- A student may hold only one major office at a time, unless approved by faculty.
- A student must have at least a 2.5 GPA for the previous year and maintain a 2.5 GPA with no D's or F's while in office.

Minor office leadership:

All other offices than those listed above are considered minor offices. A student must have at least a 2.3 GPA for the previous semester as well as the current year's cumulative GPA with no F's. These GPA's are to be computed separately. A student with a lower GPA desiring to run for an elected position may appeal to the faculty.

DISCIPLINE

Every effort is made to help the student see the importance of cooperating with school rules as a means of character development and good citizenship. Disciplinary actions are primarily intended to be redemptive, remedial and corrective rather than punitive. Discipline at PSAA is carried out fairly and carefully and with consideration given to the student's temperament, disposition, and ability to comprehend the difficulty that a particular behavior is creating. Discipline is administered with careful regard given to the protection of the student's personal integrity and sense of self-worth. Parent-teacher communication is vital in letting the child know that there is a team effort to help him or her achieve the best behavior possible.

The goal of all rules and regulations at PSAA is to create a safe, effective learning environment for students and faculty. Anything that contributes to positive development of students will be encouraged. Anything that interferes with that growth will be discouraged and may lead to a disciplinary action.

DISCIPLINARY CONSEQUENCES

When a student is not making a positive contribution at school, every effort is made to allow a student the opportunity to self-correct a particular issues or concern. Should this be unsuccessful, in correcting the matter, a student's parents will be notified (by the appropriate staff member, classroom teacher, or school administrator) of the concern so they can have an opportunity to help their student correct the matter. The longer a problem remains unresolved, disciplinary consequences become more significant. Parents will be immediately notified of any disciplinary situation that is considered significant or which remains unresolved. Disciplinary consequences may include any or all of the following but not limited:

- spoken to by a teacher or staff member
- spoken to by the principal or vice-principal
- involvement of the parents (i.e. discipline notice or phone call home).
- meeting with the disciplinary committee
- loss of privileges (involvement in extra-curricular activities, trips, etc.)
- probation
- suspension
- expulsion

All members of the school staff share in the responsibility for supervision of student conduct. Minor disciplinary matters are dealt with by individual staff members or teachers. Repeated offenses or significant infractions of school rules will be handled by school administration in consultation with the school's Discipline Committee.

DISCIPLINE COMMITTEE

Classroom teachers generally handle student disciplinary issues in the classroom. However, issues that happen outside the classroom, or issues that become repetitive or remain

unresolved will be referred to school administration for resolution. In more serious or repetitive situations school administration may convene a ~~faculty~~ disciplinary committee to review the situation, talk with the student or students in question, meet with parents, and determine the appropriate disciplinary consequences. Membership of the Discipline Committee includes: pastor of a SDA church, school board appointed members, teacher(s), and school administration.

PROBLEM RESOLUTION

The success of a student's experience at school depends in a large measure upon the fullest level of cooperation between parents and teachers.

Communication between home and school is very important. Without proper communication, misunderstandings can develop into serious problems. Just because a student may complain regarding a teacher or something that has allegedly happened at school does not mean that there is not another perspective or explanation. Parents are encouraged to resolve concerns in an appropriate manner according to the following procedure established in harmony with the counsel of Jesus in Matthew 18:

1. If you have a question or complaint about a specific classroom or school situation, speak directly to the teacher involved.
2. If still unresolved, speak with the principal. A parent-teacher-principal conference may be arranged to discuss the issue more fully to help arrive at feasible and fair resolution to the problem.
3. If still unresolved, a parent or guardian may contact the school board chairperson to discuss further avenues of inquiry.

Please resist the urge to solve the problem in the court of public opinion. The goal of the problem resolution procedure is to solve problems at the lowest possible level.

STUDENT CONFLICT RESOLUTION

PSAA operates under the principle of non-violence for all resolution of conflicts and all disputes and conflicts between students should be resolved by verbal negotiations in an atmosphere of trust and good will. Students are encouraged to utilize a teacher or the principal as a negotiator/facilitator in the communication process. Physical and emotional intimidations or bullying are prohibited.

CODE OF CONDUCT

PSAA seeks to instill in students the highest level of personal conduct and integrity. Every effort is made to insure a positive, safe and secure school environment in which all students can grow and develop in positive manner. Expectations for students are based on (1) Seventh-day Adventist Christian standards, (2) Community rules and expectations, and (3) basic common courtesies expected by all. In essence, students should honor God in whatever they do. The school endeavors to help students understand that what they do

matters and that their conduct both on and off campus can impact the status of their continued enrollment at PSAA. In this regard, the following behaviors are clearly not tolerated:

1. Use of profane and inappropriate language.
2. Possessing or displaying obscene literature or pictures, making lewd suggestions, or indulging in lewd behavior.
3. Possessing tobacco, alcoholic beverages, drugs or drug paraphernalia, or vaper pens.
4. Gambling
5. Forgery, dishonesty, stealing, willful deception, plagiarism, or any other form of dishonesty.
6. Possession or use of fireworks or incendiary devices of any kind.
7. Conspiring to bully or participating in bullying or initiations of any kind
8. Inappropriate physical contact or display of affection.
9. Displaying a detrimental attitude or lack of cooperation with the school's basic philosophy of education
10. Possession of a firearm or weapon including weapon facsimiles or toy weapons.

The above list should not be construed to be all-inclusive. Additional standards or regulations may be given either verbally or in written form at any time, and such announcements will carry the same authority as those printed in the handbook.

WEAPONS POLICY

PSAA is committed to providing a safe and secure school environment for all students. Any student who has carried onto or possessed a firearm on the school premises, school-provided transportation, or to other places where school-sponsored activity is taking place, shall be subject to immediate expulsion. Additionally, students who are aware and fail to report that another student has a weapon will also be subject to discipline. Any student in violation of this policy shall be promptly reported to their parents/guardians and, as required by law, shall be reported to the local law enforcement agency.

Dangerous weapons include firearms, air guns, sling-shots, clubs, metal knuckles, knives, martial arts weapons, or any other device deemed dangerous by faculty, staff or administration.

Toy guns or toy weapons are not allowed. These toys convey a philosophy contrary to that of the school and can be mistaken for the real thing.

Any student who makes a threat against another student or staff member either verbally or through any media, shall be subject to immediate expulsion. Serious threats may immediately be reported to the local law enforcement agency.

STUDENT HARASSMENT /BULLYING

PSAA is committed to providing a school environment free of harassment in any form for all students and staff. Incidents of harassment should be reported to school administration so

that appropriate action can be taken. Students who harass others are subject to discipline up to and including withdrawal or expulsion.

Harassment/Bullying behavior may be defined in several ways, such as:

- Physical: unwanted or unwelcome physical touching, pinching, contact, assault, deliberate impeding or blocking of movements or generally interfering with another.
- Verbal: derogatory comments, ethnic comments, jokes, propositions, or degrading words to describe an individual.
- Visual: leering, displaying of any material to embarrass or intimidate; derogatory, demeaning, or inflammatory cartoons, written words, drawings, photographs, offensive material or gestures.
- Sexual: unwelcome sexual advances or requests and other verbal, visual or physical conduct or a sexual nature. Examples include offensive remarks, questions, teasing, jokes, insults, notes, pictures, graffiti, ogling, gestures, or unwanted physical contact.
- Electronic: use of electronic media such as social media, email, internet, or texting to harass, demean, bully, or intimidate another.

Students who have experienced harassment should report the incident to school authorities (teacher or administration) immediately. All attempts will be made to investigate the allegations thoroughly before any disciplinary actions are taken.

PROPERTY RIGHTS

Each student is expected to respect the property rights of the school and of all members of the school.

1. Students will face immediate suspension or expulsion when found vandalizing school property. Students are expected to replace or pay for any damage they do to school property or the property of others.
2. Students will be charged a minimum of \$50 for tampering with locks, student lockers, or any other school property.
3. Student having possession of keys to any school locks, without authorization, will be subject to discipline up to and including expulsion.
4. THE SCHOOL ASSUMES NO RESPONSIBILITY FOR PERSONAL ITEMS. This includes items that are lost or stolen, damage to books, clothing, musical instruments, cars, bicycles, skateboards, or other items left unattended on the school grounds.
5. The school assumes no responsibility for items or materials confiscated which are in violation of school policy; nor is there any guarantee such items will be returned.
6. The school reserves the right to permanently keep any confiscated items. The school may charge students a fee to retrieve items which have been carelessly left on the campus (grounds or buildings) and or confiscated.

PROPERTY DAMAGE AND RESTITUTION

Students will be expected to reimburse the school for damage done to textbooks, school buildings, property, equipment, or student belongings. Restitution will be required for damage done through accidental means, deliberate action, or bad judgment. Parents will be advised of the amount assessed. The assessment will be added to the monthly statement and is to be paid in full before any school records can be released or re-enrollment granted.

STUDENT SUSPENSION

The PSAA principal and/or Enrollment Committee may elect to suspend a student from the school who commits a serious, overt act that violates school regulations. The suspension will be effective until the parents appear at the school to discuss the conditions for readmission. The suspension period ordinarily will not exceed three school days with the principal notifying the school board chair of the suspension. In extreme situations, the school principal or board chair may ask a parent to voluntarily withdraw their child from school due to an ongoing series of problems or a particularly egregious situation. Should this request be refused, the student will then be subject to formal expulsion as voted by the School Board.

STUDENT EXPULSION

If, in the sole discretion of the school, a student (1) fails to achieve satisfactory educational performance or (2) demonstrates unsatisfactory conduct, or (3) his/her spirit is out of harmony with the standards of the school, or (4) his/her influence is found to be detrimental, he/she may be asked to withdraw at any time, even though there may have been no specific violation of any particular regulation.

Upon the recommendation of the Principal and/or Discipline Committee the status of the student's enrollment at PSAA will be presented to the School Board. The School Board will deliberate in executive, closed-door session regarding the recommended expulsion of the student. The school board is the final authority in the expulsion of a student. Any student who has been expelled is not to return to the school campus for any visit or school activity.

UNCOOPERATIVE PARENTS

PSAA is committed to student success and recognizes the importance of giving students an opportunity to succeed. Student success is impacted by the supportive involvement of a student's parents. Should the point be reached where, in the sole discretion of the school, it is determined that a student's parent(s) have engaged in inappropriate conduct or demonstrated an uncooperative, antagonistic or hostile attitude towards a student, teacher, administrator, or any staff member, the school reserves the right to remove services from the student by asking the student to withdraw or by formal expulsion. Such expulsion is an action of the school board. Should such action become necessary, the expulsion will not be noted on the student's permanent transcript so as to avoid negatively affecting the student for a parent's conduct.