



SAN GABRIEL ACADEMY

STUDENT/PARENT HANDBOOK

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Our story is a simple one. It's about believing in something larger than what we can see with our eyes. It's about our hearts urging us to turn the dreams of others into realities; it's about making education a relevant and authentic way of life. The story of San Gabriel Academy began with the belief of a few who aspired to build something that would impact the lives of many, something that would inspire young people to confidently aspire to excellence and spark a desire to give back so that others can move forward. San Gabriel Academy is and always has been about love, the kind of love that motivates people to do something extraordinary. When you understand it, our story will not simply touch your heart; it will change your life.

Our young people will impact their worlds with their voices, their hands, their insights, their talents, and their service. Through physical, mental, and spiritual education, we are enabling them to reach the moon on their way to Heaven.

For every child who graduates, there is another child hoping to follow in his footsteps. We believe in the vision of the founders of SGA, that generations to come will be blessed by what they have learned here; that each graduate has a responsibility to give back and pay forward so that others, just like them, can become examples of what God intended them to be to all they encounter. It is the responsibility of every individual to remember what they have been given and to realize their responsibility to give back, to realize how much easier it is to give to others than to walk away.

When we construct a sign or build a new playground or teach with the help of new science innovations or art equipment, when we provide mission trip opportunities, when we compete in national and world competitions, when we travel to other places to share God through music – in everything we do, we are trying to help our students find their passion and discover Christ. Our beliefs and practices reflect that our story is no longer education as usual; it is Educating for Eternity.

ACCREDITATION/AFFILIATION

San Gabriel Academy is accredited through the General Conference of Seventh-day Adventist Board of Regents and the Western Association of Schools and Colleges (WASC).

For information on the organization of the Seventh-day Adventist Church, see Appendix A.

SCHOOLWIDE LEARNER OUTCOMES

SERVE OTHERS

The love of God compels us to serve others – love God and love your neighbor as yourself. SGA students should:

- Know that true service is a result of obeying the law of self-sacrificing love.
- Understand the example of Christ’s life in serving others through humble or elevated labor.
- Believe that true education better equips one to serve.
- See the global mission of the Seventh-day Adventist Church as a mission of love and redemption.
- Recognize that service, as a global citizen, requires obeying the law, promoting peace, and alleviating suffering in the world.

GROW IN CHRIST

True faith is progressive. Through searching the scriptures and following its truths, we grow solid in our faith and move forward towards God’s ideal.

SGA students should:

- Know Jesus as a personal Savior and Friend.
- Understand that growing in Christ is a continual process.
- Recognize that the Holy Spirit’s guidance in regular prayer and Bible study is the basis of their relationship with Jesus.
- Demonstrate an understanding of God’s forgiveness and are eager to extend this grace to others.
- Seek to help others come to know Christ and grow in Him.
- Enjoy having a relationship with Christ today and look forward to being with Him for eternity.

ASPIRE TO EXCELLENCE

In scholarship, in physical development, in creating beauty through music and art, and in all else, we strive to be excellent, for in doing so, we honor God.

SGA students should:

- Make use of critical thinking skills to gather, analyze, and interpret information.
- Demonstrate effective communication skills and value teamwork.
- Know how to access and use resources in order to solve problems.
- Express creativity in thought and are able to convey such ideas through art, literature, music, and other media.
- Value the body as the temple of the Holy Spirit and make good decisions regarding nutrition, physical fitness, and personal well-being.

BOARD OF DIRECTORS AND CONSTITUENT CHURCHES

San Gabriel Academy is governed by a Board of Directors whose members are appointed by Seventh-day Adventist Churches in the San Gabriel Valley and Los Angeles County (Constituent Churches). Our Constituent Churches, along with the Southern California Conference of Seventh-day Adventists, provide financial support to the school. Constituent churches may change from year to year. You may check our website for a current list of supporting churches.

MEETINGS

School Board meetings are generally held on the first Monday of every other month, between September and June, in Room 51 of the Academy at 7:00 p.m. Meetings are open to all members of the constituent churches, except when the board is in executive session. Any constituent member may, in advance, request to add an item to the agenda and to be present when it is discussed. All requests are considered by the Administrative Executive Committee.

ADMINISTRATIVE COUNCIL

The Administrative Council is comprised of the following members and meets regularly to oversee and coordinate long-term and day-to-day operations of the entire school:

Chief Administrative Officer/Elementary Principal
High School Principal
Vice Principal of High School
Vice Principal of Elementary
Vice Principal of Finance

ADMISSION STATEMENT

San Gabriel Academy was established and is maintained to provide a Christian environment for the education of the young people of the Seventh-day Adventist Church and those who feel this school to be advantageous to their education. The school has a selective admissions policy and will screen all students who apply for admission. Admission is granted without regard to race, ethnic, or national origin.

Admission is a privilege, not a right. Applicants are evaluated according to the following criteria:

- Christian students are considered on the basis of their faith, lifestyle, character, academics, and a willingness to cooperate in maintaining discipline and Christian deportment.
- Non-Christian students are considered on the basis of their lifestyle, character, academics, a willingness to cooperate in maintaining discipline and the ability to respect and cooperate with the standards/ norms of San Gabriel Academy as a Seventh-day Adventist institution.
 - Students of different beliefs are not required to make a profession of faith as to Seventh-day Adventist doctrine and conviction. However, being that SGA is a Seventh-day Adventist institution, students will be asked to conduct themselves under the rules, regulations, and academic requirements of the school.

Some students may be accepted on probation, either citizenship or academic, based on their provided application information. These probations will be explained in detail in a letter to the affected students and their parents. Failure to meet the requirements of the probationary status may result in the student losing the privilege of continuing at SGA.

San Gabriel Academy does not provide special resources for students with emotional, developmental, or learning disabilities that cannot be handled in a mainstream classroom. The school does, however, have a list of referrals that can assist in providing special needs, including student and parent counseling.

APPLICATION PROCEDURE

You may apply for admission online at sangabrielacademy.org/apply or submit the following documents or information to the school office:

- Student application
- Most current progress report (Grade 9) or complete transcript (entering Grades 10-12)
- The name, address and phone number of the last school attended
- Health records
- Signed Financial Contract

The Admissions Committee will act on the application after considering the following items:

- Is San Gabriel Academy able to offer an adequate program to ensure an opportunity for progress and development of the applicant?
- After review of the applicant's records, does it appear that the student's behavior and deportment is compatible with the goals of San Gabriel Academy?

REGISTRATION

All parents/guardians must complete the following steps for registration:

1. Submit the following registration forms to the Front Office
 - Emergency Information
 - Authorized Release Form
 - Student Medical Record
 - Personal Immunization Record (if applicable)
 - Signed Financial Contract
2. Meet with the Registrar for Academic Counseling, Schedule Request, Booklist, Handbook, etc.
3. Purchase school uniform from Campus Store
4. Reserve locker from the Front Office

All necessary documents and information must be submitted to the Front Office prior to students receiving a course schedule. Financial clearance must be obtained

through the SGA Business Office prior to completing enrollment. Those who have not completed registration will not be allowed to attend classes.

Application fee, registration fee, class dues, and related fees are non-refundable.

INTERNATIONAL STUDENTS

SGA is authorized to process international students. It is the responsibility of the international student to obtain the proper visa documentation to attend school in the United States. Students requesting to be registered in the SEVIS program are required to pay the full year's tuition, registration, and other fees, in full before receiving the I-20 form.

Should a student be denied visa status prior to the start date of school, the student will be dropped from SEVIS, and the tuition, minus the application and entrance fees, will be refunded. However, a student withdrawing from school any time during the year will not be refunded any funds already paid. In addition, if a student is granted a visa, enters the United States, but decides to go to another school, tuition and other fees are non-refundable. Should a student receive a green card or a change of status during the school year, tuition rates will not be adjusted for the current year.

When a returning I-20 student is enrolled for the following school year, tuition and other fees are non-refundable, even if he/she does not end up coming to SGA. However, if the student withdraws BEFORE July 1 (the start of the new fiscal school year), tuition paid, less registration fee, miscellaneous non-refundable fees, and other incurred expenses, will be refunded.

San Gabriel Academy reserves the right to cancel an I-20 due to voluntary, or involuntary withdrawal from school. Reasons for involuntary withdrawal may be, but are not limited to, violation of academic, attendance, and conduct violations of school policy. A student who is asked to withdraw will not be refunded any tuition.

ACADEMIC POLICIES

DIPLOMAS OFFERED

SGA offers a General, College Prep, and Honors Diploma. Following is a description of the benefits of each study track. The suggestions in General, College Prep, and Honors are simply guidelines to help assist in college entrance. Students are encouraged to do their very best, and supersede the minimum requirements, which will place them in a better position for acceptance into their school of choice.

GENERAL DIPLOMA: This study track represents the minimum graduation requirements for the State of California and the North American Division of Seventh-day Adventists. Students graduating under this diploma are seeking to attend community college and trade schools. Successful completion of each required course is of stronger consideration rather than the final cumulative-GPA score.

COLLEGE PREP DIPLOMA: This study track is recommended for students who are considering studying in the Cal-State, other State, or Adventist University systems. The minimum recommended GPA is 2.5 or higher. Many state schools may accept GPA scores as low as 2.0. However, it is important to consider that the higher the GPA and SAT scores, the greater consideration will be given to that student for acceptance, scholarships, and grant funding. Note: State schools will not accept any grade lower than a “C” in a core-subject area.

HONORS DIPLOMA: This study track is recommended for students who are considering studying in UC schools or other more selective institutions. SGA requires a minimum cumulative-GPA of 3.5 to be eligible for this diploma. It is important to consider that various UC school entrance requirements may be more stringent than others. For example, the average student profile for freshmen accepted into UC schools indicates that more than 50% of enrolled students had a GPA higher than 3.7.

COURSE OF STUDY

Below are the requirements for each diploma designation. All classes are one year (two semesters) courses unless otherwise indicated.

GENERAL DIPLOMA

1 year of Health

1 year of Foreign Language*

- Spanish I

2 years of Applied Arts*

- Computer Apps (required)
- Consumer Science
- AP Computer Science Principles
- Robotics

2 years of Fine Arts*

- Art
- AP Art
- Bells
- Ceramics
- Choir
- Chorale
- Music Theory
- Orchestra
- Photography
- Piano

2 years of Mathematics (Pre-algebra does not count towards this requirement)

- Algebra 1
- Geometry
- Algebra 2
- Pre-calculus - Regular or AP
- AP Calculus
- Statistics

3 years of Physical Education

(only 1 year from varsity sports will apply)

3 years of History/Social Science

- World History
- U.S. History
- Economics (1 semester course)
- U.S. Government (1 semester course)

4 years of Religion

- Introduction to Christianity (for new non-Christian students)
- Bible 9
- Bible 10
- Bible 11
- Bible 12

2 years of Science**

- Anatomy and Physiology
- Biology (required)
- Physical Science
- Chemistry
- Physics

4 years of English

- ELI English (ELI courses and/or ESL courses combined earn only 1 year of English credit)
- English 9
- English 10
- English 11
- English 12

240 Total Units

A minimum of 25 hours of community service are required per year of attendance at SGA

220 RIT Score on Language Usage and Reading, 230 RIT Score on Math based on student MAP Testing Scores.

**These requirements may be reduced on the basis of student hardship. Students must appeal to the Academic Standards Committee for approval.*

***One year of science must be a Life Science (Biology or Anatomy and Physiology), and one year must be a Physical Science (Chemistry, Physical Science, Physics).*

COLLEGE PREP DIPLOMA

1 year of Health

2 years of Foreign Language

- Spanish I, II

2 years of Applied Arts*

- Computer Apps (required)
- Consumer Science
- AP Computer Science Principles
- Robotics

2 years of Fine Arts*

- Art
- AP Art
- Art History
- Bells
- Ceramics
- Choir
- Chorale
- Music Appreciation
- Orchestra
- Photography
- Piano

2 years of Mathematics (Pre-algebra does not count towards this requirement)

- Algebra 1
- Geometry
- Algebra 2
- Pre-calculus - Regular or AP
- AP Calculus-
- Statistics

3 years of Physical Education

(only 1 year from varsity sports will apply)

3 years of History/Social Science

- World History
- U.S. History
- Economics (1 semester course)
- U.S. Government (1 semester course) - Regular or AP

4 years of Religion

- Introduction to Christianity (for new non-Christian students)
- Bible 9
- Bible 10
- Bible 11
- Bible 12

3 years of Science

- Anatomy and Physiology
- Biology - Regular or AP (required)
- Physical Science
- Chemistry - Regular or AP
- Physics - Regular or AP

4 years of English

- ELI English (ELI courses and/or ESL courses combined earn only 1 year of English credit)
- English 9
- English 10
- English 11
- English 12

260 Total Units

A minimum of 25 hours of community service are required per year of attendance at SGA

220 RIT Score on Language Usage and Reading, 230 RIT Score on Math based on student MAP Testing Scores.

**These requirements may be reduced on the basis of student hardship. Students must appeal to the Academic Standards Committee for approval.*

HONORS DIPLOMA

In order to qualify for this diploma, a student must take a combination of 4 AP or Honors courses with at least one class in the science department and maintain a minimum cumulative GPA of 3.5.

1 year of Health

2 years of Foreign Language*

- Spanish I, II

2 years of Applied Arts*

- Computer Apps (required)
- Consumer Science
- AP Computer Science Principles
- Robotics

2 years of Fine Arts*

- Art
- AP Art
- Bells
- Ceramics
- Choir
- Chorale
- Music Theory
- Orchestra
- Photography
- Piano

3 years of Mathematics** (Pre-algebra does not count towards this requirement)

- Algebra 1
- Geometry
- Algebra 2
- Pre-calculus/Regular or AP
- AP Calculus
- Statistics

3 years of Physical Education
(only 1 year from varsity sports will apply)

3 years of History/Social Science

- World History
- U.S. History
- Economics (1 semester course)
- U.S. Government (1 semester course) - Regular or AP

4 years of Religion

- Introduction to Christianity (for new non-Christian students)
- Bible 9
- Bible 10
- Bible 11
- Bible 12

3 years of Science**

- Anatomy and Physiology
- Biology - Regular or AP (required)
- Physical Science
- Chemistry - Regular or AP
- Physics - Regular or AP

4 years of English

- ELI English (ELI courses and/or ESL courses combined earn only 1 year of English credit)
- English 9
- English 10
- English 11
- English 12

270 Total Units

A minimum of 25 hours of community service are required per year of attendance at SGA

225 RIT Score on Language Usage and Reading, 240 RIT Score on Math based on student MAP Testing Scores.

**These requirements may be reduced on the basis of student hardship. Students must appeal to the Academic Standards Committee for approval.*

***Student must take either 4 years of mathematics or science.*

COURSE CATALOG

10 units = 1 year; 5 units = 1 semester

APPLIED ARTS

COMPUTER APPLICATIONS (10 UNITS): An introductory technological course focusing on computer and iPad skills. Students learn word processing, spreadsheet basics, desktop publishing, video production, digital citizenship, research techniques, multimedia and presentation tools, communication and collaboration. Students must be familiar with the QWERTY keyboard and touch typing skills.

AP COMPUTER SCIENCE PRINCIPLES (10 UNITS): This is an introductory college-level computing course that introduces students to the breadth of the field of computer science. Students learn to design and evaluate solutions and to apply computer science to solve problems through the development of algorithms and programs. They incorporate abstraction into programs and use data to discover new knowledge. Students also explain how computing innovations and computing systems—including the internet—work, explore their potential impacts, and contribute to a computing culture that is collaborative and ethical.

CONSUMER SCIENCE (10 UNITS): An applied arts elective designed to survey basic skills needed by men and women in everyday life. These skills include: personal and family relationships; management of personal and family resources; nutrition and food preparation; and clothing selection, care, and construction.

ROBOTICS (10 UNITS): eRobotics is a subject that teaches essential Science, Technology, Engineering, and Maths (STEM) topics through the operation of robots. A robot is a programmable machine capable of carrying out a complex series of actions automatically.

ENGLISH

ENGLISH 9 (10 UNITS): A Freshman-level course building on knowledge of English grammar to improve reading, writing and communication skills. Students learn techniques for effective public speaking by delivering impromptu and extemporaneous presentations. English composition instruction and practice focuses on comparison and contrast essays and research paper writing.

ENGLISH 10 (10 UNITS): A Sophomore-level course integrating English composition and literature study. Students learn about literary genres and techniques to improve reading skills and discuss literary works from a variety of cultures. English composition instruction and practice focuses on descriptive, narrative, expository and persuasive modes of writing.

ENGLISH 11 (10 UNITS): A Junior-level course integrating English composition and literature study. Students read and discuss literature of the United States from colonial times to present time. English composition instruction and practice focuses on narrative, descriptive, expository and persuasive modes of writing.

ENGLISH 12 (10 UNITS): A Senior-level course integrating composition and literature study. Students read and discuss literature of Great Britain from Anglo-Saxon times to present time. Instruction and practice focuses largely, but not entirely, on expository and persuasive modes of composition, with special emphasis on preparing for college writing. Each student is encouraged to identify and practice productive writing processes.

AP ENGLISH LITERATURE AND COMPOSITION (10 UNITS): AP English Literature and Composition is an introductory college-level literary analysis course. Students cultivate their understanding of literature through reading and analyzing texts as they explore concepts like character, setting, structure, perspective, figurative language, and literary analysis in the context of literary works.

FINE ARTS

ART (10 UNITS): A course designed to introduce students to various drawing and painting techniques and media. Students will produce a variety of projects using the techniques they have learned.

AP ART (10 UNITS): This course is for the serious art student. It will include observation and art history. This course will also assist in college portfolio development as well as scholarship application. Students will have the option of specializing in either: AP Studio Art-2D Design, AP Studio Art-3D Design, or AP Studio Art-Drawing. This course may be repeated for additional credit.

CERAMICS I (10 UNITS): An introductory course dedicated to the understanding and application of aesthetics, processes, form, and function of ceramic art. In Ceramics I, students will extend their capacity in visual arts vocabulary, technique, craftsmanship, and the expressive potential of clay.

CERAMICS II (10 UNITS): A course that continues the exploration and understanding of the skills, media, and processes used when working with clay. The forming methods of hand-building and wheel-throwing will be further developed and combined with increasing awareness of aesthetics and techniques. The primary emphasis of Ceramics II is the creation of studio work that will compile a portfolio of both functional and aesthetic sculptural pieces by the end of the course.

PREREQUISITE: Ceramics I

CHOIR (10 UNITS): A course open to anyone who enjoys singing. Students will learn various types of music and harmonies. Students must meet all scheduled concerts.

CHORALE (10 UNITS): An audition course designed for the advanced vocal student who exhibits the abilities and desire for choral performance. Students must meet all scheduled concerts. There are approximately 12- 15 concerts per school year.

HANDBELL CHOIR (10 UNITS) / BELL ROYALE (5 UNITS): A course that explores music through the medium of hand bells. Beginner and advanced levels are available.

MUSIC THEORY (10 UNITS): In Music Theory, students will implement higher-level musical language and grammar skills including musical notation, harmonic analysis, and part writing which will lead to a thorough understanding of music composition and music theory. Students will obtain and practice ear training skills and skills required for sight reading musical literature. They will recognize the development of music from an historical and cultural perspective and extend musical awareness beyond music currently familiar to the student.

PHOTOGRAPHY (10 UNITS): Digital Photography is a yearlong course that focuses on understanding the basic operations and functions of a digital single lens reflex or mirrorless camera and the manipulation of its settings to achieve a specific result. Students will learn about photographic elements of art and principles of design, composition, and lighting. They will explore the history of photography, learning about its scientific and technological developments, important innovators in the field, and relevance within diverse cultural contexts. Students will write and speak about aesthetic, technical and expressive qualities in a photograph, learning to critique their own and others work. Students learn image techniques and digital manipulation using Adobe Photoshop, teaching them how to archive, organize and optimize their photographs for print or web purposes. Students will learn how to manage and creatively alter digital images as well as critically analyze the use of visual media as a means of communication in our society today.

ORCHESTRA (5 UNITS PER YEAR): An audition course designed for the student with a degree of technical ability and control of his/her instrument, who desires to improve his/her musical abilities and appreciation through concert performances.

PIANO (10 UNITS): Group instruction in piano performance. Intent of course is the development of piano proficiency skills. Focus given to basic keyboard technique, score reading and performance, sight-reading, harmonization, accompanying, and transposition.

SECTIONALS (10 UNITS): Sectional courses are intended to give students more individualized attention and instruction on their respective instrument. Sectionals are similar to a private lesson setting, but done in small groups. Sectional teachers work with students specifically on technique, fingering, tone, musicality, repertoire

and phrasing on their particular instrument. As well, sectional teachers help support students with their ensemble repertoire as well as exposing them to grade level appropriate solo repertoire. This is a graded course and students are expected to treat sectionals as they should a private lesson.

FOREIGN LANGUAGE

SPANISH (10 UNITS): Offered at two levels, the course begins with an introduction to the language emphasizing understanding and speaking Spanish with a general ability in Spanish grammar and pronunciation. This course may be waived by students from a Spanish-speaking background upon passing a proficiency exam. Spanish II is designed as an intermediate, proficiency-oriented language course. Greater emphasis is placed on composition, reading proficiency, and fluent conversation.

MATHEMATICS

ALGEBRA 1 (10 UNITS): A course designed to study algebraic computation with real numbers, positive and negative numbers, polynomials, factors, graphs, square roots, linear equations, and quadratic equations. **PREREQUISITE:** Algebra Readiness Test

GEOMETRY (10 UNITS): A course designed as a second year pre-college mathematics class. Logical reasoning and facts about geometric figures are studied from a Euclidean Framework. **PREREQUISITE:** Algebra 1

ALGEBRA 2 (10 UNITS): This is a second course in Algebra with an introduction to Trigonometry. Students review Algebra I concepts and further explore equations, algebraic functions, exponential, and trigonometric functions, analytic geometry, discrete mathematics, statistics, and probability. Students will learn to use technology in the form of graphing calculators and mathematics related computer software. **PREREQUISITE:** Geometry

HONORS ALGEBRA 2 (10 UNITS): This is a rigorous second course in Algebra with an introduction to Trigonometry. It covers the material in the regular Algebra 2 course faster and in greater depth. The topics that will be covered include: the analysis of linear equalities and inequalities, exploring various functions (such as quadratic, polynomial, exponential and logarithmic functions), rational expressions, matrix operations, introducing analytic geometry through the study of the conic sections. An introduction to Trigonometry and probability will be covered during the 4th quarter of the course. As an Honors course, greater emphasis will be placed on problem solving in order to prepare the student for more advanced mathematics. Students will learn to use technology in the form of graphing calculators and mathematics-related computer software. **PREREQUISITE:** Geometry (A "B-" or higher)

STATISTICS (10 UNITS): This course is designed to provide a basic understanding of descriptive and inferential statistics. Topics include the measures of central tendency,

standard deviation, combinations and permutations, probability, sampling, and various distributions. Emphasis is on applications of statistical concepts.

AP PRE-CALCULUS (10 UNITS): The course delves into higher-level mathematics. The course includes a review of Algebra 2. There is an emphasis on graphing functions and relations from the equation, polynomial theory, conics, logarithms, matrices, exponential equations, and limits. A significant time will be spent on trigonometry. Graphing calculators are used as an integral part of the course. This course prepares the student to take the AP Pre-Calculus Test. PREREQUISITE: Algebra 2 (A “C-“ or higher)

AP CALCULUS AB AND BC (10 UNITS EACH): A college level mathematics course designed for college bound students considering any science, math, or computer-related career. Topics include functions, derivatives and integrals, and limits. This course prepares the student to take the year-end Advanced Placement Calculus Test. PREREQUISITE: Pre-calculus (A “B-“ or higher)

PHYSICAL EDUCATION

PHYSICAL EDUCATION (10 UNITS): Various periods of Physical Education emphasize different athletic and physical fitness skills. The goal is to develop students who will enjoy participating in sports and physical activity as a part of a healthy lifestyle. Students will be taught the basic skills in a variety of sports as well as good sportsmanship and integration of physical activity into their everyday lives.

WEIGHT TRAINING (10 UNITS): Var The emphasis in this course is on muscular strength, endurance, flexibility, and safety. Weight room safety, warm-up/cool down procedures, lifting technique and safety for all lifts, major muscle identification, and individual goal setting are all important components in this course. In addition, students will monitor and improve their fitness levels by keeping track of their achievements throughout the semester

HEALTH (10 UNITS): A course designed to develop an understanding of the relationship between one’s daily decisions and their effects on health.

RELIGIOUS STUDIES

BIBLE 9 (10 UNITS): A course designed to explore God’s relationship to man as Creator and Redeemer through study of the books of Genesis and the Gospels: Matthew, Mark, Luke, and John. Emphasis is placed on the life and teachings of Christ.

BIBLE 10 (10 UNITS): A course designed to focus on God and His relationship with people through a study of Exodus and 1 Corinthians. Emphasis is placed on youth problems and spiritual solutions.

BIBLE 11/12 (10 UNITS EACH): Students in their junior and senior year will complete 8 courses that include selections that emphasize study in a variety of New Testament books, studies on friendships and relationships, as well as Christian ethics and morality.

INTRODUCTION TO CHRISTIANITY (10 UNITS): A course designed to introduce students to the history of Christian ethics and morality. Students not familiar with Seventh-day Adventist practices and studies are encouraged to enroll in this course. This class may be incorporated into the ELI program.

SCIENCE

ANATOMY & PHYSIOLOGY (10 UNITS): Anatomy and physiology is a course that will enable students to develop an understanding of the relationships between the structures and functions of the human body. Students will also learn the mechanisms for maintaining homeostasis within the human body. This course will involve laboratory activities, projects, dissections, textbook material, models, diagrams, journal writings, and clinical studies.

BIOLOGY (10 UNITS): This course introduces students to the fundamentals of the science of life. Major biological topics are surveyed in a fashion so that the knowledge gained will be especially useful for everyday living and for possible future biological studies.

CO-REQUISITE: Algebra 1

AP BIOLOGY (10 UNITS): A comprehensive, accelerated study of life at all levels of biological organization: molecular, cellular, organism, and ecosystem. A thorough, in-depth study of cellular processes, genetics, origins, survey of classification taxa and organisms' anatomy and physiology, and weekly laboratory investigations. Extra weekly lab time is required. An independent, year long research project will be required by each student (science fair project). Advanced outside library reading is also required. Students will take the Advanced Placement Exam for Biology. This course is the best choice for the student intending to pursue future biological course studies and a science-related career. PREREQUISITE: Biology (A "B-" or higher)

GENERAL CHEMISTRY (10 UNITS): A survey study of basic chemical concepts as required for preparation for college chemistry. Weekly laboratory work gives experimental experience in chemistry. Advanced outside library reading is also required.

PREREQUISITE: Algebra 1 (A "C-" or higher)

AP CHEMISTRY (10 UNITS): A comprehensive college-level study of general chemistry. The course is designed to prepare the student to take the Advanced Placement Chemistry Test. Emphasis is placed on experimental lab work involving mathematical and qualitative analysis. Extra weekly lab time is required. Advanced

outside library reading is also required. AP Chemistry is the best choice for the student intending to pursue future studies in a science related career. PREREQUISITE: Algebra 2 (A “B-“ or higher) CO-REQUISITE: Pre-Calculus

PHYSICAL SCIENCE (10 UNITS): This course provides for an introduction to many fundamental principles of the sciences of chemistry and physics. Laboratory work will be done during a lab period. This class is primarily intended to give practical knowledge of chemistry and physics for everyday living.

PHYSICS (10 UNITS): This course is designed to present the laws that govern our universe, including the study of force, motion, energy, electricity, optics, and problem solving. Labs are required.

AP PHYSICS (10 UNITS): This course is a college-level course designed to deepen the understanding of the laws that govern our universe, including force, motion, energy, optics, and problem solving. This course prepares the student to take the year-end Advanced Placement Physics test. PREREQUISITE: Algebra 2 (A “B-“ or higher)

SOCIAL SCIENCE

ECONOMICS (5 UNITS): A study of basic economic principles, emphasizing the general development and implementation of recognized theories of microeconomics. The course includes a limited review of selected topics of importance concerning consumer and microeconomics, as well as an analysis of comparative economic systems.

U.S. GOVERNMENT (5 UNITS): A senior-level course designed to focus on the three-branch structure of government, the Constitution, and the privileges and responsibilities of the American citizen.

AP U.S. GOVERNMENT (5 UNITS): A one-semester college-level course for high school seniors designed to take an in-depth approach to the three-branch structure of government, the Constitution, and the privileges and responsibilities of the American citizen. An emphasis is placed on critical thinking, research, and writing. This course prepares the student to take the Advanced Placement U.S. Government and Politics Test.

U.S. HISTORY (10 UNITS): A junior-level course designed to trace the development of the United States from the early discovery of North America to the present day. Emphasis is placed on the development of democracy, geographic trends, and current events as related to the past.

AP U.S. HISTORY: A college-level course designed to trace the development of the United States from the colonial period to the present. Emphasis is placed on the

development of democracy, geographic trends, and current events as related to the past. An emphasis is placed on critical thinking, research, and writing. This course prepares the student to take the Advanced Placement U.S. History Test.

WORLD HISTORY (10 UNITS): A course designed to survey the world's history from earliest times to the present, emphasizing the diverse backgrounds of current cultures, nations, and world issues.

COMMUNITY SERVICE (25 HOURS PER YEAR)

Each student is required to submit a Community Service Form showing that they completed a minimum of 25 hours of community service approved by the Registrar each year they attend a Seventh-day Adventist school. Community service includes volunteer work for which a student is not paid and does not receive academic credit. Total: 100 for four years.

CLASS STANDING

Every student will be classified in one of the four classes:

Freshman:	First year Academy student
Sophomore:	Academy student who has completed 60 units
Junior:	Academy student who has completed 120 units
Senior:*	Academy student who has completed 180 units

*Must be eligible for graduation at the end of the school year and be enrolled in a minimum of 6 classes, not including TA, each semester

SENIOR TRANSFER STUDENT

A student transferring in during his/her Senior year must be in attendance at San Gabriel Academy for the complete school year (2 semesters) in order to be eligible for graduation. The student must also be enrolled in a minimum of 6 classes each semester (not including TA) and must meet the current requirements for the graduating class.

There may be special circumstances in which Administration may allow a Senior to transfer to SGA at the semester break. All exceptions must be petitioned to the Academic Standards Committee for review. General requirements may be, but are not limited to the following:

- Student has a GPA of 3.0 or better at previous school
- Student is in good standing at current school
- Student can show that transfer is due to a reasonable hardship (parent job transfer, home relocation, etc.)

GRADUATION PARTICIPATION

The graduating class includes Seniors who have met the following qualifications:

- Full-time student status for the entire school year
- Passing grades in all diploma requirements by May 1 (No Incompletes or Fs)
- Completion of 25 hours of community service per year of attendance

A student who is failing a course required for graduation at the May 1 checkpoint will not be allowed to participate in the graduation ceremonies. If the student earns a passing grade at the end of the second semester, he/she will be able to receive a diploma from SGA. A student with an Incomplete (I) grade during first semester must clear the Incomplete (I) with the teacher by April 1.

A student with an Incomplete (I) grade during second semester will not be allowed to participate in the graduation ceremonies, but will still be eligible to receive an SGA diploma upon completion of coursework. Any Incomplete (I) must be rectified by the beginning of the next school year in order to receive a diploma.

All official transcripts from previous schools attended must be received by the Registrar's office by December 1 of the student's senior year. Final grades from off-campus courses must be received by the Registrar's Office by May 1.

Payment in full of all school fees (including tuition) must be made before the beginning of second semester finals.

SGA does not allow for "Summer Graduates". In other words, a student who has: A) not received confirmation of completion for a make-up course by the end of second semester or B) received a failing grade during the second semester in a course required for graduation, will not be issued a diploma from SGA. A student falling into one or both categories and who desires to have a diploma from SGA will need to return for a full fifth year of study. Students may petition to the Academic Standards Committee for reconsideration due to special circumstances.

A student who is on Citizenship Probation during the Second Semester may be prohibited from participating in Graduation Exercises.

ACADEMIC HONORS

Students who, at the end of the first semester of their senior year, have the following cumulative GPAs will graduate with these honors:

- 3.9+ Highest Honors
- 3.70 - 3.89 High Honors
- 3.50 - 3.69 Honors

ADVANCED PLACEMENT REQUIREMENTS

A student is allowed to enroll in an Advanced Placement (AP) course if the following requirements have been met:

- Minimum cumulative grade point average of 3.5
- Grade of B or above on corresponding prerequisite course
- Teacher recommendation

COURSE CHANGES

A student may make changes to his or her class schedule upon consultation with the Registrar and the teachers involved.

The process to add or drop a class is as follows:

- A student must receive an Add/Drop form to be signed by the student and parents/guardians.
- The student's advisor must sign the Add/Drop form.
- The teacher from both the class to be dropped and the class added must sign the form.
- The Add/Drop form must be submitted to the Registrar's office with all necessary signatures before the change in registration is complete. Students must have submitted a completed Add/Drop form and receive notification from the Registrar before the student may cease attendance to a dropped class and/or before the student may attend an added class.

Class changes will not be accepted after the second week of any quarter without written permission from the teacher on file with the Registrar's office.

WITHDRAW PASS/WITHDRAW FAIL

A student may drop a class during the first two weeks of a semester without any record on their transcript. Classes dropped within one week after the first and third quarter grades are distributed will receive a WP (withdraw pass) or WF (withdraw fail) on their transcript and they will receive no credit. A course that is not dropped in the proper

manner is considered complete and credit is recorded as earned.

TRANSFER CREDITS

San Gabriel Academy reserves the right not to accept courses taken elsewhere as part of the 240 units needed for graduation. Transfer students will receive credit only after evaluation of their transcript. Students transferring to SGA from an unaccredited school during their Sophomore or Junior years may be ineligible to receive Cal Grants or other aid when applying for college.

OFF-CAMPUS COURSES FOR CREDIT

San Gabriel Academy encourages students to take all courses on campus. However, we understand that some classes might not be offered or a student may need to repeat a course. The following guidelines must be followed in order for off-campus courses to be counted for credit:

- No credit will be given for any course taken off-campus that has not received prior approval by the Administration of San Gabriel Academy. A petition may be submitted to the Academic Standards Committee if further review is necessary.
- Seniors are expected to finish any off-campus course by May 1 of the graduation year. Transcripts from previous schools must be received by May 1 of that year in order for a Senior to be considered a candidate for graduation.
- A maximum of two off-campus courses will be allowed for students seeking to make up classes, or needing to take an off-campus course for any other reason.
- Correspondence/on-line courses may be taken only from accredited correspondence/on-line schools as approved by the Academic Standards Committee.

Valid reasons for petitioning an off-campus course include:

- The course is not offered at San Gabriel Academy.
- The student is not able to take the course because of schedule conflicts.
- The student needs to retake a course.
- The off-campus course may not be taken in place of a class offered on campus.

Students must receive approval from SGA **before** taking an off-campus class.

SGA SUMMER SCHOOL

The summer school courses that are offered by San Gabriel Academy vary each year. Each course can be taken as a make-up course for students who failed during the regular school year, or as an accelerated course for students who want a head start on their academic program. Space is limited in each class and students may take only one class for academic credit during each summer session. These classes are available for a separate tuition amount. Sessions last six weeks. Students will earn up to ten units of high school credit for each course that is successfully completed.

FOUR-YEAR ATTENDANCE

Each student is expected to spend the full four years in high school. Attending summer school or carrying more than a normal load during the regular school year should be regarded as an enrichment of the student's education rather than as an accelerated program. Students should be enrolled in a minimum of 6 classes not including Teacher Assistant at San Gabriel Academy each year.

ACCELERATED STUDY

Exceptional students may, under certain conditions, complete the requirements for graduation in less than four years with Administration and Faculty approval. (See Pacific Union Conference Education Code.)

A student seeking to fulfill requirements for graduation in less than four years must have his/her parents/guardians petition this request a minimum of 3 quarters prior to the expected completion date. Failure to meet this timeline will jeopardize the student's eligibility to qualify for early graduation.

INCOMPLETES

A student may receive an Incomplete (I) in a subject because of extended or excessive illness or other extraordinary circumstance. An Incomplete is generally issued at the teacher's recommendation to Administration. The work related to any semester incomplete must be completed before the next semester is over.

Incompletes not made up within the time limit will automatically turn into the grade earned at that point.

REPEATING A CLASS

A student is allowed to repeat a class in order to raise the grade earned for that subject. Although the previous grade will still appear on the transcript, the new grade will also appear and will be the one used to calculate the student's GPA. A student who has failed a class at SGA may be allowed to retake a comparable class at a different institution.

ACADEMIC PROGRESS REPORTS

Academic progress is recorded on a semester system. Each semester is divided into two periods of approximately nine weeks (quarters). Weekly, an academic progress report showing student progress is emailed to the parent/guardian. Only semester grades are recorded on the official transcript.

STANDARDS BASED LEARNING

San Gabriel Academy uses Standards Based Learning. This approach measures a student's **progress** (how much he/she has learned) and **process** (how he/she has been learning) will be evaluated and reported separately from the **product** (what he/she can now do with that learning). Student processes, such as organization, class participation, academic practice (homework), and following directions, are non-academic habits or behaviors essential to academic success and they have traditionally "counted" toward quarterly subject grades. In many instances, this allowed grades to be used as tools to control student behavior, as opposed to tools for reporting what students have learned. When that's the case, it's difficult to identify the reasons students get the grades they get. Reporting student progress and product separately from process (or habits) enable parents, students, and teachers to have a more accurate picture of what students truly know and can do.

For more information, see the [Standards Based Grading Parent Handbook](#).

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are scheduled at the end of the first and third quarters. Parents/Guardians should make an appointment with the teacher to discuss concerns or to receive assignments for absent students. To make an appointment, please call the Front Office.

TESTING

Standardized tests are employed for the following purposes:

- To assist in diagnosing or pre-assessing student needs.
- To provide one of the means for prescribing appropriate learning activities for the students.
- To assist in identifying student achievement and in providing appropriate placement of the student.
- To provide a means of comparing individual and class achievement with the national norms.

The NWEA MAP Growth Tests are administered tri-annually to evaluate the progress of individual students and the school as a whole. MAP Growth is the most trusted and innovative assessment for measuring achievement and growth in K–12 math, reading, language usage, and science. It provides teachers with accurate, and actionable evidence to help target instruction for each student or groups of students regardless of how far above or below they are from their grade level. Students should be encouraged to do their best on these tests in order to show their growth.

Sophomores and Juniors are strongly encouraged to participate in the PSAT exam.

Seniors are strongly encouraged to participate in the optional college entrance exams, ACT and SAT. SGA administers all tests on campus. Information regarding the location, dates and fees for these exams can be obtained from the Registrar.

ACADEMIC PROBATION

A student that receives an F (Fail) or an I (Incomplete) or who's GPA is lower than 2.0 at the end of a quarter will be placed on Academic Probation for the following quarter. Students on Academic Probation will:

- not be allowed to participate in any activities that require them to miss scheduled class periods
- immediately forfeit any class or SA office if they hold such
- be ineligible for participation in varsity sport activities

ATTENDANCE POLICIES

Being prompt and regular in attendance is an important part of the school program and listed by employers as a necessary “job-readiness” qualification. Irregular attendance reduces students’ ability to learn and perform at their best. Attendance records are legal documents and are part of students’ permanent files that may affect other education and job opportunities.

California state law recognizes only four (4) legitimate reasons for missing school:

- Illness or injury of the student
- Death in the immediate family
- Mandatory court appearance
- Unavoidable medical or dental appointments

ATTENDANCE GRADE

Exemplary	NO single period absences* (excused or unexcused)
Satisfactory	1 - 5 single period absences
Unsatisfactory	6 or more unexcused single period absences

*School excused absences will not impact the attendance grade.

WHAT TO DO WHEN YOU HAVE BEEN ABSENT

Fill in the Excused Absence Petition. This includes all of the following information:

- Student’s first and last name
- Date or dates of the absence, with period number(s) for partial days
- Reason for the absence
- Parent/guardian’s signature and clearly printed name
- Phone number where parent/guardian can be reached for further verification
- Date of the parent/guardian signature

Take the Excused Absence Petition to the Front Office secretary, who will write a “Return to Class” form for you to show teachers in each missed class. If you forget your written explanation, you must still check in with the Front Office secretary and get a “return to class” form. This form will indicate that you have not yet brought in an excuse note. You may be given one day of grace to bring in an Excused Absence Permission or written explanation, but after that, the absence will be unexcused.

PARTIAL DAY ABSENCES

If you arrive at school and have missed one or more class periods, you must check in with the Front Office secretary, sign in, and submit your written excuse signed by a parent or guardian.

ATTENDANCE PROBATION

A student that receives an unsatisfactory attendance grade (6 or more total unexcused period absences) will immediately be placed on Attendance Probation for the remainder of that quarter and the following quarter. Students on Attendance Probation are not eligible to:

- hold office
- participate in any extracurricular activity including (but not limited to):
 - varsity games
 - banquets
 - parties
 - Bible camps, retreats
 - class competitions
 - Christian Youth Builder activities (mission trips)
 - intramurals, etc.

Money may have been paid for an activity prior to a student being placed on attendance probation. In such cases, the money paid may not be refundable. Eligibility for activities requiring payment will be determined on the final date of the ticket purchase.

PLANNED ABSENCES (INCLUDING SCHOOL SPONSORED TRIPS/OUTINGS)

Students should use the Pre-Arranged Absence Form found in the Front Office. Students must get all teachers' signatures indicating they acknowledge the pre-arranged absence. Participation in activities that take the student out of class implies that the individual has accepted the responsibility of the additional workload and is able to meet the demand. Proper planning and preparation will be required to successfully meet the demands of that activity, as well as being out of class. It is important that students who are in activities that will take them out of class understand how this may present a challenge in meeting academic demands. It is up to the student to inform their teachers of their upcoming absence and ask about any work that will be missed.

COLLEGE VISITATIONS

In addition to the La Sierra University and Pacific Union College visits that are a part of the regular scheduled program, a student is allotted 4 school days for college visits. Any extra school days missed will not be excused.

ABSENCES DUE TO EXTRACURRICULAR EVENTS

Absences due to school-sponsored events will be excused, but it is up to the student to make arrangements to complete any missed assignments. School-sponsored absences should be treated as a planned absence with advance notification made to the teachers.

TARDIES

- Students are tardy if they are not in their assigned seat from the moment the last bell rings until ten (10) minutes into the class period.
- Missing more than ten (10) minutes of a class period will be counted as an absence.
- Three (3) unexcused tardies count as one (1) unexcused absence for the attendance grade.

TIME OF ARRIVAL AND DEPARTURE

The campus opens at 7:30 am. Students arriving before that will need to wait outside until the campus is unlocked. Once the student is inside the school gates, he/she is considered “on campus” and may not leave until school is over. Supervision is generally provided, but due to certain school events, it is not always possible.

The campus is locked at 4:00 pm. Students that are still on campus must wait in the assigned classroom or waiting area (depending on weather). If the students are on campus after 6:00 pm, they must wait for their rides outside the school gates or at an off campus site. Parents should make prior arrangements with their students to ensure student safety.

LEAVING CAMPUS DURING THE SCHOOL DAY

San Gabriel has a closed campus policy. Because the school is responsible for every student from the time they are dropped off to the time they leave campus, violating the closed campus rule will result in the student immediately being placed on Attendance Probation to continue through the following quarter. Students must have written or verbal (by phone) permission from the parent/guardian to leave the campus at ANY time during the school day for appointments or illness. Students are expected to stay on campus once they have arrived.

- A student must sign out in the Front Office before going to their car at any time during the school day (even between classes).
- A student must present parent permission (written or by phone) and sign out in the Front Office before leaving campus during the school day.
- A student who leaves campus without authorization will be placed on Attendance Probation immediately to continue through the following quarter. Repeat offenders may be asked to withdraw from school.
- All students arriving late or leaving early must sign in at the Front Office.
- The student parking lot is considered off campus once the school day has begun.

STUDENT CONDUCT AND ATTITUDE

Ideally, good behavior is motivated from within. Realistically, standards are necessary in order to maintain an atmosphere conducive to academic learning and character training. SGA desires to work with students who choose to be a part of the school. It is SGA's responsibility to uphold its policies and standards, while it is the students' responsibility to support them.

It is understood that every student who applies for admission to San Gabriel Academy agrees to willingly adhere to the school regulations both on and off campus and to uphold the Christian principles upon which the school operates regardless of personal preference, or beliefs. The student also pledges to perform, according to their best ability, all assigned duties in connection with the school.

It is the desire of San Gabriel Academy to help students develop good, healthy attitudes. Having positive intrinsic values will enable students to deal with life's successes and failures without developing negative attitudes.

EXPECTATIONS OF THE PARENT

San Gabriel Academy 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. SGA Faculty and Administration seek to work alongside parents in order to ensure student success. The school expects that parents will take each disciplinary situation seriously and work with SGA to handle the situation in a timely fashion.

Should it be determined that a student or a student's parents have engaged in inappropriate conduct or demonstrated an uncooperative or antagonistic attitude towards a student, teacher, administrator, or any Staff member, the school reserves the right to place restrictions on the parent(s) or ask the student to withdraw or be subject to expulsion.

REASONS FOR DISCIPLINARY ACTION

Inappropriate behavior will result in disciplinary action.

These behaviors include, but are not limited to, classroom, social, and academic misconduct; breaking the law; destruction of school property; bullying/cyberbullying; dress code violations; insubordination; and racial misconduct.

Whenever, in the judgment of the Administration, Faculty and/or Staff, a student's connection with the school is no longer profitable to himself/herself, or should their influence become detrimental to others, they may be dismissed from the school even though no overt act has been committed.

Certain offenses are considered very serious and may result in suspension for up to 10 days and/or withdrawal or expulsion. Where a violation of law has occurred, legal authorities will be notified, as required.

DRESS CODE

The school dress code serves to provide students and parents reasonable expectations for school dress that will contribute toward a business-like school atmosphere and to promote modesty and neatness among the student body. It is the parent's and student's responsibility to carry out the spirit and intent of our school dress code.

San Gabriel Academy's Board of Trustees has adopted a policy requiring uniforms for all students. The following is a list of specific policies regarding dress code in different settings. The Administration, Faculty and Staff will have the final interpretation of uniform compliance.

The uniform consists of a blue or white SGA logo polo shirt purchased at the school store, plain khaki or navy pants or walking/dress shorts. Girls may wear the SGA gray plaid skirt available from CKW or our SGA store. Students will wear close-toed shoes while on campus.

Tips for wearing the uniform:

- Students must wear the complete designated uniform at all times (before, during, and after school) while on campus unless otherwise directed by the Faculty for special occasions.
- Clothing should be neat, clean, fit appropriately, and be in good repair.
- Shorts and skirts must be modest and appropriate in length (between mid-thigh and the knee).
- A long-sleeved shirt may be worn under the polo shirt as long as it is a school uniform color and has no writing on the sleeve.
- Pajamas, trousers, sweat pants and shorts that can be seen under the uniform skirt are not acceptable.
- Headwear or hoods are not allowed in the classroom or during Chapel/Assembly.
- Unnatural hair colors (pink, blue, green, etc.) are not allowed.
- Visible tattoos are not allowed.
- Blankets and other bed linens are not acceptable outerwear.

Jewelry, including all types of wristbands, is not allowed on campus or at school events (on or off campus). Students who ignore this policy will face discipline and possible confiscation of the jewelry. Please do not wear obvious coverings over jewelry in an attempt to hide it.

OUTER GARMENTS

All outer garments (jackets, sweaters, sweatshirts, etc.) must be an official SGA garment or plain navy blue, white, or gray in color. There must be no writing on the outer garment other than an SGA logo.

BANQUET ATTIRE

Banquets should be fun. The SGA Administration and Faculty want you to make good choices as to your attire, with modesty as the underlying principle. We want everyone to be comfortable and safe. Traditional interpretations of modesty are often at odds with fashion and cultural trends, but by following these guidelines, your choices will maintain compliance with SGA's policy.

- Attire should be formal/semi-formal or “dressy” (no jeans or shorts).
- Gentlemen – Tuxedo, suit, sport coat, dress pants with tie and dress shirt are all
- All dresses, skirts, and pants should be longer than mid-thigh. Any slits in the dress should be no higher than mid-thigh.
- The midriff should not be visible. If an outfit is two-piece, it should overlap at the waist.
- Necklines and backlines should be cut modestly.
- A top that is strapless or has spaghetti straps may be worn with a wrap covering the shoulders at all times.
- And as at school, jewelry is not permitted.

PICNIC & NON UNIFORM DAYS

- Modest shorts are allowed.
- Any clothing with writing, slogans, logos, pictures, etc. that promote a non-Christian image is not appropriate.
- Any extremes in clothing, including oversized clothes as well as clothing that is skimpy or too tight should be avoided.
- No undergarments should be exposed.
- Footwear appropriate to the activity must be worn.
- Students should avoid bare midriffs, halter tops, strapless tops, spaghetti straps, sheer fabrics and low necklines.

BEACH ATTIRE

Modest one-piece or two-piece swimsuits are allowed. Boys are not allowed to wear Speedo-type swimwear. If the faculty/administration deems the swimsuit to be inappropriate, the student will be asked to wear something over it.

JEANS PASS

Students may purchase a Jeans Pass to wear jeans on Fridays. The pass may be purchased in the Front Office during the week for \$1 or on Fridays for \$2. Jeans must be clean, neat, and without holes or frayed.

HARASSMENT

School employees, students, and parents are prohibited from engaging in unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of sexual, racial, ethnic or age-related nature that could create a hostile, intimidating or offensive school environment. Such harassment is intolerable, against the law, and will result in appropriate discipline and notification of the appropriate authorities.

An individual who experiences harassment should take the following steps:

1. Talk to the individual who is harassing you. Explain that you feel uncomfortable and tell them to stop.
2. Speak to your teacher or your Principal.
3. Prepare a written statement directed to the person to the Administration. The written report should be objective and include factual details to support the incident(s).

All situations will be thoroughly investigated in a confidential and objective manner. The investigation will be a genuine attempt to identify and remedy the problem. If upon completion of the investigation, it is determined that harassment on account of sex, race, age or ethnicity has occurred, immediate and appropriate action will be taken against the person doing the harassing. The corrective action will depend upon the severity of the act and may range from a written warning, notification of the appropriate authorities, to dismissal from school.

DRUGS, ALCOHOL, TOBACCO AND WEAPONS

Illegal substances such as drugs, alcohol, tobacco, and weapons are not to be on campus at any time for any reason. If this policy is violated, the student may be asked

to withdraw. The sharing, giving, or dealing of drugs or illegal substances by any SGA student will result in the immediate withdrawal of that student.

SUBSTANCE ABUSE

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

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

SCHOOL INTERNET USAGE

SGA Internet services are open for student and visitor use. Internet access is provided as an instructional tool rather than a personal forum. Because the school is a Christian institution, it is expected that Internet users will uphold Christian standards of honesty, integrity and ethics, and not use the access to demean, defame, or denigrate others for race, religion, age, creed, color, national origin, ancestry, handicap, gender, or other reasons.

Any statement of personal belief in email or other posted material is understood to be the author's individual viewpoint, and not that of the school. However, every student will be held accountable for what they post on the Internet, regardless of whether the post is during or after school hours. Internet posts that would violate SGA guidelines of conduct may result in disciplinary action. Online postings, social network websites, blogs, apps, and any other similar platform are subject to administrative review, and disciplinary action may be taken if SGA standards are violated. This includes postings that were intended to be private. The Internet is a public domain.

SGA Internet access is a service and a privilege. Access is free to currently enrolled students. By enrolling as a student at San Gabriel Academy, every student has inherently agreed to abide by this handbook, including SGA technology usage policies.

Unacceptable uses of the Internet whether at school or elsewhere include, but are not limited to:

- Violating any state and/or federal law (i.e. copyright laws).
- Violating the California Education Code, Pacific Union Education Code or school policy.
- Using profanity, obscenity, or other language that may be offensive to other users.
- Making personal attacks on other people, organizations, religions, or ethnicities.
- Harassing another person.
- Sending or posting false or defamatory information about a person, group or organization, which might injure the reputation of that person, group, or organization.
- Not respecting the privacy of a person by posting personal contact information such as, work or home address, telephone, email address, photographs, or names, without obtaining prior permission from the person affected.
- Forwarding personal communication without the author's prior consent and/or interfering with other electronic communications.
- Using text, graphics, sound or animation in messages or the creation of web pages without displaying a notice, crediting the original producer of the material, and stating how permission to use the material was obtained.
- Using the network for financial gain, for commercial activity, or for any illegal activity.
- Using the resources of the SGA network or Internet connection, to attempt unauthorized access to any other computer system, or to go beyond the user's authorized access on the school network.
- Using the Internet for political and/or religious lobbying.
- Unauthorized copying/downloading of information/programs (games, demos, etc.) from the Internet or other members of the Network (students and teachers).
- Publishing any images or information about the school, its students, Administration, Faculty or Staff without permission of the school Administration.

NOTE: Any violation of the rules and regulations stated in this Handbook will result in school disciplinary action including, but not limited to, possible loss of school Internet/Network privileges, Citizenship Probation, suspension, or withdrawal.

Anyone using another person's SGA email address will be disciplined. All email passwords should be kept private.

CYBER BULLYING AND/OR IN PERSON BULLYING

San Gabriel Academy provides a computer network and computers as tools to enhance our students' education. The school's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not

be used for the purpose of harassment of any kind. All forms of harassment over the Internet, commonly referred to as cyber bullying, are unacceptable and viewed as a violation of this policy and the school's acceptable computer use policy and procedures.

Malicious use of the school's network is prohibited. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the Administration. The Administration shall investigate all reports of cyber bullying. Any types of bullying listed above that are done in-person are also prohibited.

Disciplinary action for cyber and/or In-Person Bullying may include: the loss of technological devices, suspension, or expulsion for verified perpetrators of cyber bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, the Administration will report such crimes to local law enforcement officials.

SCHOLASTIC DISHONESTY

San Gabriel Academy strives for an atmosphere of trust and security. Students should conduct themselves in an honest and responsible manner. Dishonesty in any form will not be tolerated. While dishonesty of all types will be subject to discipline, scholastic dishonesty is treated as a very serious matter.

ASSESSMENT BEHAVIOR

Any use of external assistance during an assessment shall be considered scholastically dishonest unless expressly permitted by the instructor. The following are examples of unacceptable assessment behaviors:

- Communicating in anyway with another student during an assessment
- Copying from another student's work
- Allowing another student to copy one's own work

- Using unauthorized notes, calculators, smart watches, mobile or other devices

FABRICATION

Any intentional falsification or invention of data or citation in an academic exercise will be considered a violation of academic integrity. The following are examples of academic dishonesty involving fabrication:

- Inventing sources for research projects
- Resubmitting returned and corrected academic work under the pretense of grader evaluation error when, in fact, the work has been altered from its original form
- Inventing or altering data for a laboratory experiment or field project

PLAGIARISM

Unacknowledged submission of another's work as your own is plagiarism and includes but is not limited to:

- Using answers from a book or other publication and claiming them as your own
- Using another's words or ideas without identifying the source
- Undocumented use of Internet materials, books, magazines, etc.
- Copying or using any paper, homework assignment, lab report, etc. as your own to complete any assignments or otherwise submitting work that is not your own
- Copying and pasting directly from the Internet

OTHER TYPES OF SCHOLASTIC DISHONESTY

There are a variety of ways a student can cheat. Some other types of scholastic/academic dishonesty include:

- Obtaining a copy of an assessment in advance without the knowledge and consent of the instructor
- Changing academic records outside of normal procedures and/or petitions
- Using another person to complete a homework assignment or take-home assessment
- Wandering eyes during an assessment or other assignment that is required to be done individually
- Whispering, talking, Instant Messaging, texting, or any other distracting behavior during assessments or other assignments that are to be done individually
- Shortcuts on PE runs

Disciplinary measures given for scholastic dishonesty are cumulative for the remainder of student's year at San Gabriel Academy. This may result in the student being placed on Citizenship Probation or asked to withdraw from San Gabriel Academy.

First Reported Offense:

- Score of 0 on the assessment or assignment
- Documentation
- Meeting with the Principal and Parent/Guardian

Second Reported Offense:

- Score of 0 on the assessment or assignment
- Documentation
- Meeting with the Principal and Parent/Guardian
- The student will be placed on Citizenship Probation

Third Reported Offense:

- Score of 0 on the assessment or assignment
- Documentation
- Meeting with the Principal and Parent/Guardian
- The student will be suspended or asked to withdraw from school.

CITIZENSHIP PROBATION

If the student is placed on Citizenship Probation, the probation will begin immediately and continue for the remainder of the quarter and the entire next quarter. A student on Citizenship Probation is not eligible to:

- hold office
- participate in **any** extracurricular activity including (but not limited to):
 - varsity games
 - banquets
 - parties
 - Bible camps, retreats
 - class competitions
 - mission trip activities,

Deposits for any activity that was already paid will be forfeited and the student will not be allowed to participate in the extracurricular activity.

INTERVENTIONS AND DISCIPLINARY ACTIONS

Upon the first citizenship offense, the student will have a conference with the Principal. After the second offense, a parent/student conference will occur with the Principal. Upon the third offense, the student will be placed on Citizenship Probation.

SCHOOL ALTERNATIVE PROGRAM

A student may be temporarily assigned to an alternative program by the Principal or his/her designee. The alternative program could include a reduction in the school day, temporary independent study (in addition to regular course work), or other alternatives such as a work program on campus, short of suspension from school.

SUSPENSION

A student may be suspended by the Principal or his/her designee for up to ten days when serious offenses occur or when there is a need for further investigation.

Process of Notification:

- The student will be notified as to the reason for the suspension.
- Parents/guardians will be notified of the suspension by phone and a letter or email will be sent as written confirmation of the reasons for and duration of the suspension.
- The student and the parents/guardians will be informed of the disciplinary procedures, including the appeal process.
- Written suspension notices will become part of the student's permanent school record.

WITHDRAWAL

A student may be asked to withdraw from school by the Principal or his designee when students and/or parents/guardians are unwilling to cooperate with San Gabriel Academy policies.

Process of Notification:

- The student will be notified as to the reason for the request that he/she formally withdraw from school.
- Parents will be notified of the withdrawal request by phone and a letter or email will be sent as written confirmation of the reason for the withdrawal request.
- If the student withdraws from school voluntarily, it will not become part of the student's permanent school record.

EXPULSION

When a student's behavior is consistently outside the school's expectations and all efforts to provide a quality education to the student are unsuccessful, or when the student's influence is detrimental to other students, or parents are unwilling to cooperate with San Gabriel Academy policy, a formal expulsion hearing by the Board of Trustees will be scheduled.

PERSONAL/SCHOOL PROPERTY

Students attending SGA must protect and care for all property including that of teachers, Staff and students. Students are expected to leave things that are not theirs alone or take them to the Front Office for lost and found.

Students should not leave their items unattended. Students are responsible for all personal property that is brought to school including but not limited to iPads, backpacks, phones, books, calculators, personal computers, money, and sports equipment. All items left on walkways, tables, benches, or other public areas will be taken by the administration.

Students are provided with lockers and should keep their combination confidential. All items are to be locked in the lockers or be kept in the personal possession of the student at all times. San Gabriel Academy is not responsible for items that are lost, stolen or misplaced and does not accept responsibility for replacement of such items.

Note: All items of value including backpacks and sports bags should be kept secured or in the student's view at all times. If items of value are required for a school project, students should ask the teacher requiring the item to keep it locked in their office when not in use.

STUDENT TREATMENT OF PROPERTY

Students are expected to show school spirit by taking pride in the campus and treating it accordingly, by using walkways and stairs so that lawns, flowerbeds, and planters remain attractive, by upholding a no littering policy and actively discouraging vandalism. The student will pay for or replace any property that has been destroyed willfully or foolishly. Students are expected to leave alone any personal property that is not their own. Any student tampering with a security device, in any manner, will immediately be placed on Citizenship Probation.

RESTRICTED USE OF PROPERTY

CELL PHONES, IPADS, LAPTOPS, ALL EARPHONES OF ANY TYPE

All students enrolled at SGA are required to have a personal laptop or iPad for classroom use. All devices must be turned off and put away during chapels and assemblies. At no time will a student be permitted to use a cell phone in the classroom, including for the purpose of class work. Earphones may be used with express permission of the teacher. Parents wishing to contact students during school hours should contact the office or contact their student during lunch.

The owner of any cell phone that is in use or visible during a class period will be asked to leave class and meet with the Principal. For the first offense, the student's phone will be held in the possession of the Principal until the end of the school day. On the second offense, the phone will be held in the possession of the Principal until the parent is able to pick it up. On the third offense, the student will immediately be placed on Citizenship Probation for the remainder of the quarter to continue throughout the next full quarter.

BICYCLES AND SKATEBOARDS

Students who ride bicycles or skateboards to school are to dismount at the main gate. Bicycles should be walked directly to the bike rack, skateboards should be taken to the Front Office for safe keeping. Students may not ride anyone else's bike or skateboard. Only students with bikes are allowed in the bike rack area while parking them in the morning or retrieving them in the afternoon. A bicycle lock is highly recommended. SGA insurance does not cover accidents or injuries resulting from this violation.

SKATES, IN-LINE SKATES, SHOE SKATES

These may not be brought on campus at any time. Unapproved use of these items on campus will result in confiscation and appropriate disciplinary action.

OTHER PROPERTY

Students must obtain permission from the Administration before bringing to school such items as pets, toys, special projects, etc. At no time will a student be permitted to bring to school knives, firecrackers, matches, lighters, or other distracting, unnecessary or dangerous items.

SEARCH AND SEIZURE OF PERSONAL PROPERTY

Students attending SGA will be treated with respect for personal privacy. However, all student property while on campus is subject to search and seizure if there is cause to believe that it is at school unlawfully or may affect the safety of SGA students. San Gabriel Academy reserves the right to search student lockers, cars parked on campus, and personal belongings for objects or materials deemed noncompliant with the school rules and regulations, or which threaten the safety of the school or its students. Confiscated property will be returned at the discretion of the school Administration. If necessary, proper authorities will be notified.

GRIEVANCE PROCEDURE

Requests for appeal must be submitted within seven consecutive days from notification of disciplinary action.

OFF-LIMIT AREAS

Students may not be in any unsupervised area on campus. This includes unsupervised classrooms, storage areas, gym, weightroom, offices, etc. There is to be no loitering in or around the restrooms.

GYM USE

The gym is to be used by students only when a supervising Faculty member is present. Food and drink should not be taken into the gym during the school day. The gym, locker room, bathroom, and its equipment are to be treated with respect at all times. Lockers should be kept locked while belongings are left in them.

UNSUPERVISED PLAY

Students are not to play in the gym or any other areas without direct Faculty supervision. The school does not assume responsibility for students who are playing on the campus unless their activity is under the direct supervision of an authorized adult.

GENERAL POLICIES

ATHLETICS

The Athletic Department provides students in the academy with a well-balanced program that includes a variety of varsity sports. SGA is a member of the California Interscholastic Federation Southern Section (CIF-SS). Players who represent SGA at the varsity level are chosen at the coach's discretion, not only for performance and athletic ability, but also for their interest, attitude, and sportsmanship.

It is the goal of the Athletics Department to develop a Christian character, as well as athletic skills. Our commitment to His excellence will be evident by the students' teamwork, work ethic, integrity, discipline, sportsmanship, humility, dependability, enthusiasm, and Christ-likeness. This goal requires cooperative effort by coaches, players, and parents.

The academic status of a student determines eligibility to participate in any varsity sport. There is a significant time commitment for a varsity sport that can affect performance in other required class work. As members of the CIF organization, there are very clear guidelines that are to be followed, especially regarding grades. The grade requirements must also follow the School Board approved policy regarding grade minimums.

To enroll or participate in a varsity sport, the following applies:

- Eligibility requires a 2.0 GPA or higher with no F's or Incomplete at the end of the grading period before and during the sport's season.
- The student must have satisfactory attendance and citizenship as determined by the attendance and citizenship policies.
- The student must display a Christian attitude representative of SGA at all times.
- Attendance at all practices and games is mandatory, therefore the student must have good time management skills in order to fulfill his/her academic as well as athletic responsibilities.

Student athletes are representatives of San Gabriel Academy and must abide by school principles and policies on and off-campus. The CIF requires students to remove jewelry during games and SGA requires students to not wear jewelry during practices or at any other time while on campus or during school sponsored activities. Athletes cannot be on academic, attendance, or citizenship probation. Repeated absences to classes or Principal conferences may result in suspension of practices, games, or removal from the team. Furthermore, athletes are held to a higher standard, due to their representation of San Gabriel Academy while off-campus.

STUDENT ASSOCIATION

The academy encourages an active Student Association (SA) to develop a sense of responsibility, as well as qualities of leadership, good citizenship, and self-government. It is the responsibility of the SA officers to plan and conduct student activities for the school. Each student is a member of the Student Association. Officers are elected each year according to the SA constitution. These offices include:

- President*
- Executive Vice President*
- Religious Vice President*
- Social Vice President*
- International Vice President
- Secretary
- Treasurer
- Public Relations Director
- Media Director

* Major Offices - Must be held by an upperclassman

CLASS OFFICERS

Students have an opportunity to be involved in the planning of their class activities by running for a class office. A student must be in regular class standing in order to hold a class office.

Elections are held to select these officers each year:

- President
- Vice President
- Pastor
- Secretary
- Treasurer
- Senators (3, plus one alternate)
- Historian/Media Director
- International Liaison

GENERAL REQUIREMENTS FOR STUDENT OFFICE

Eligibility to run for and hold student office is based on grades, citizenship, and attendance from the previous grading period. A GPA of 2.0 is required for all officers. In addition, students may not have had an F or Incomplete during the grading period prior to elections and must have satisfactory attendance and citizenship. The student officer will be expected to maintain the minimum GPA, attendance, and citizenship

requirements during his/her term in office. Students on any probation will immediately forfeit their standing as an officer and an election will be held to fill the vacant position.

Upper division (Junior and Senior) class officers must have attended SGA for the previous semester.

In order to maintain a position in office, the officer agrees to uphold the principles and standards of the school at all times, including activities done during their personal time. Student leaders may not hold two major offices at the same time. Major offices are: President and any Vice President position of the classes or Student Association.

An officer may be removed from office for reasons defined in the SA Constitution which include:

- Failure to carry out the duties of the office
- Failure to maintain academic, attendance, and citizenship eligibility
- Conduct detrimental to the general welfare of the school as determined by the Faculty

STUDENT SENATE

The Student Senate consists of twelve senators (three from each grade) and the SA officers. The senate handles the business of the Student Association, which includes calling for a committee that investigates any Association or school circumstances that require legislative action and acts as the liaison between SA and the grade level classes. Also, the Senate helps to inform the student body regarding school policy and at times may bring recommendations to school Administration for policy change. The chairperson of the Student Senate is the SA Executive Vice President.

CAMPUS CLUBS

Student-led clubs meet throughout the school year. These clubs may vary from year to year depending on student interest and participation. Any student may start a club by filing an application with the Vice Principal. The student will then present his/her proposal to the Student Senate and Vice Principal. If approval has been given, then the proposal will be given to the Administration for final approval. All clubs must have a Faculty advisor in order to be considered for approval.

CAMPUS MINISTRIES

The Campus Ministries Organization is the group that encompasses all facets of San Gabriel Academy's spiritual life. It is dedicated to providing a Christian environment for the students of SGA, as well as ministering to the surrounding community. Through

outreach programs and activities that foster a relationship with Christ, such as The Journey to Bethlehem, Mission Trips, and Bible Studies, students understand and appreciate the importance of forging a Christian connection and sharing this aspect of their lives with those around them.

CHRISTIAN YOUTH BUILDERS (CYB)

Christian Youth Builders is a school organization dedicated to providing local and international outreach opportunities for students. Although a major emphasis of this program deals with construction, other key components of this program are evangelism and outreach. Mission trips are taken in the Fall and Spring quarters.

SPECIAL PRODUCTIONS

Special SGA-sponsored events, such as *The Journey to Bethlehem*, allow the community to become acquainted with what San Gabriel Academy is all about. These large-scale witness opportunities invite the community to become acquainted with and share in the mission of San Gabriel Academy.

SATURDAY ACTIVITIES

Students enjoy off-campus events once each semester. These activities help students experience God through nature and get better acquainted. Sundown vespers end the day, and students then enjoy dinner at a nearby location.

WEEKS OF PRAYER

Campus Ministries hosts two Weeks of Prayer each year. One is student-led, and an invited speaker presents the other. Hearts and lives are changed as a result of these special presentations.

BIBLE STUDIES

Many students who wish to know more about Christ benefit from Bible Studies given to members of the student body upon request. Every year, students request baptisms as a result of the efforts of the Campus Ministries Bible studies.

BIBLE CAMPS

There is one Bible Camp for high school students every year, and an eighth grade Bible Camp for prospective students.

PUBLICATIONS/COMMUNICATION

Regular emails are sent to parents, guardians and students from the Principal and Vice Principal. Additionally, *The News* is sent out every Friday with announcements and information regarding the next week. It is important to read these emails thoroughly in order to stay up-to-date on announcements.

Students in the yearbook class publish “El Fuego”. It is a memory book of the year’s

activities for the high school. It is partially funded by monies raised from sponsors who advertise their businesses and families who want to congratulate their students.

EXTRACURRICULAR TRIPS

Extracurricular classes, trips and tours are an important part of the school program at San Gabriel Academy and are also important to the personal growth of students. All students will be eligible to participate in the activities of the groups in which they hold membership except in the following instances:

- The Faculty sponsor of the activity and the school Administration have reason to believe that the student's participation will jeopardize the safety of other individuals or the reputation of the school.
- The student has difficulty following the policies and procedures of the school which prevents the Faculty sponsor of the activity from guaranteeing the safety of the student.
- The student is on a probation that would prohibit participation.
- Other issues such as graduation status, delinquent account, or failing grades in other classes may also affect trip eligibility.

If a student is eligible to participate in the activity based on the above criteria, but participation may seriously place in jeopardy the student's ability to pass a class or to graduate, the school may strongly recommend that the student not participate.

VISITORS

Visitors are welcomed to our campus; however, their visit must be pre-arranged and must not disrupt classes or programs in progress. The following guidelines must be followed:

- Short-term guests must obtain a temporary visitor's pass from the Front Office before visiting on campus. There are a limited number of passes for each day.
- Prearrangements for full-day visitors must be made at least one week in advance. The form is available in the Front Office.
- Students are to inform their visitors of school regulations before they come and visitors must conform to these policies.
- Passes must be returned to the office at the conclusion of the visit.

MEDICATION AT SCHOOL

Teachers and Staff members are not permitted to dispense any medication to students,

unless special provisions are made as specified below.

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

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

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

Authorized students may need to carry emergency medication e.g. asthma inhalers, insulin, severe allergic reaction kits, or anticonvulsants. Documentation required for students who are allowed to carry and self-administer medication must include the signed consent of the physician, parent and student. The school office shall maintain a list of all students on medication.

LOCKERS

As a convenience to the academy students, lockers are provided for books and personal belongings. The school encourages students to keep their lockers locked and their combinations private. The school reserves the right to inspect these lockers at any time.

LOST AND FOUND

The lost and found is in the Front Office. If you find something that is unattended and is not yours, please take it to the Front Office. If you lose something, please report it to the Front Office Staff.

BREAKFAST AND LUNCH

Breakfasts and Lunches can be purchased from the Eagle's Nest Cafe, or through the Business Office. The Eagle's Nest Cafe serves vegetarian meals only. Students are welcome to bring their own lunch from home. Microwaves are available near the lunch tables for student use.

STUDENT VEHICLE REGULATIONS

- Parking is to be in the student parking area only. The front parking area and drive through area is reserved for Faculty and guest parking only.
- All California Vehicle laws and regulations must be observed.
- Students and parents are expected to drive safely and courteously at all times.
- Vehicle stereos are to be heard only within the confines of the vehicle.
- A student may not borrow another student's vehicle or leave campus in a borrowed vehicle.
- Students are not permitted to drive personal vehicles to off-campus school sponsored activities.
- Student vehicles may be subject to a search.
- Students who violate driving or parking regulations are subject to disciplinary action.

ACCIDENTS

Efforts are made to ensure that all certified school personnel are trained in First Aid and CPR. Standard first aid procedures are followed in the case of student injury. If there is a serious injury, professional medical care will be enlisted and parents will be notified immediately. Parents/Guardians will also be called if the injury does not require emergency care but is serious enough to warrant the immediate care of a physician. In this case the parent/guardian is expected to take charge of the child's medical care.

ACCIDENT INSURANCE

Secondary accident insurance is provided for all students enrolled. Reports of accidents should be made promptly to the Front Office. All International Students must provide proof of health (not accident) insurance at the beginning of each year.

ADDITIONAL POLICIES AND PROCEDURES

This Handbook does not intend to contain every rule and procedure. Those rules and procedures for specific classes, or changes made during the year that are announced in worship, assemblies, classes, etc., carry as much weight as those printed herein.

FINANCIAL POLICIES

The San Gabriel Academy Board attempts to keep the school charges as low as is consistent with good fiscal management. It reserves the right to review and adjust charges for tuition and fees at the second semester should unstable economic conditions warrant such action. A signed Financial Agreement for the school year is required from each family.

As you know, San Gabriel Academy is faithful in providing an excellent education for our students, and we are faithful in offering a variety of outstanding programs in the fields of music, art, athletics, and more.

We rely on the faithfulness of all parents who enroll their student(s) in SGA to pay their tuition regularly and on time. We have a mutual commitment, and your consistent tuition payment is the only way we will be able to offer the SGA experience to you and your family. Paying our bills and providing a sound financial foundation for our programs is made possible by your faithfulness to the financial contract that you signed when you enrolled your child.

We understand the difficulty that sometimes comes with paying for a private Christian education. We also know that God has always provided a way forward to those who prayerfully ask for His help. We are here to work with you while, at the same time, making sure that His school operates in a way that is financially sound.

TUITION CLASSIFICATIONS

SGA Constituent Churches pay subsidies to the school that allow the school to discount tuition rates for Seventh-day Adventist church members. Local students who are not members of an SDA church are charged the full tuition rate.

International students requesting an I-20 Student Visa are required to pay a full year's tuition (international student rate), registration, and any other fees prior to receiving the I-20. For more information, contact the Registrar.

FEES

Registration and comprehensive fees include Student Association dues, Class dues, yearbook cost, school ID pictures, and student accident insurance. These fees do not include transportation for elective special events, private music lessons, textbooks for grades 7-12, school uniforms, club fees, and applicable lab and supplementary text fees.

FINANCIAL AID AND TUITION ASSISTANCE

Please contact your local church education representative or the Southern California Conference Office of Education for application and/or information on the Pacific Union Endowment Fund or your church for their education assistance program. For parents needing financial assistance, please talk to the Vice Principal of Finance.

EXTRACURRICULAR FEES

During the school year, there are a variety of other charges, both mandatory and optional for activities and events. These charges include, but are not limited to, transportation fees, sport fees, camping trips, off-campus field trips, class events, testing fees, banquets, Alternative Education Days and social events. Many of these events are optional and students are not required to attend or pay for the extracurricular activity. However, we do encourage students to participate in order to develop the spiritual, emotional, and social aspects of their lives.

Once airline tickets or other non-refundable expenses are incurred for an extracurricular activity, corresponding fees for tours/trips will not be refunded. This includes students who are prohibited from participation by becoming involved in a serious discipline issue. If a student is sent home from a trip/tour because of misconduct, the parent will be responsible for all expenses incurred.

In order to participate in a CIF sport, students must pay the Athletic Participation Fee before they can attend practices or games. This fee covers expenses such as equipment, local travel costs, officials' fees, uniforms, etc.

BILLING STATEMENTS & PAYMENT

A statement itemizing all charges and payments will be sent ten times during the school year. Cash and credit card payments are accepted. Checks or money orders should be made payable to San Gabriel Academy and sent with the remittance portion at the top of the statement. This ensures that payment will be credited properly. All payments should be delivered or mailed to:

San Gabriel Academy
8827 E Broadway
San Gabriel, CA 91776

It is important for the school to collect the payments due in a timely manner. Therefore, please note that students scheduled to graduate will not be allowed to participate in the graduation exercises unless they have a “zero” financial balance no later than the Thursday before graduation weekend.

DELINQUENT ACCOUNTS

Please see your Financial Agreement for more details.

FINANCIAL CLEARANCE FOR TRIPS

A student’s financial status must be current in order for students to take part in any school sponsored overnight or extracurricular trips.

TRANSCRIPT FEE

A graduating student may request two official transcripts at no charge by completing the Transcript Request Form. Requests for additional transcripts are charged as follows:

- \$5.00 fee for 5-day service regular mail or same-day pick up
- \$8.00 fee for priority mail service,
- \$27.00 fee for priority express mail service

WITHDRAWING FROM SCHOOL

When a student withdraws from school, a parent or guardian must file a Withdrawal Form with the Registrar’s office. A full month’s tuition is charged if the student withdraws after the 10th of the month.

APPENDIX A

AFFILIATION AND STRUCTURE

The Seventh-day Adventist Church is organized with a representative form of church government. This means authority in the church comes from the membership of local churches. Executive responsibility is given to representative bodies and officers to govern the church. Four levels of church structure lead from the individual believer to the worldwide church organization:

- The local church, made up of individual believers.
- The local conference, or local field/mission, made up of a number of local churches in a state, province, or territory. The union conference, or union field/mission, made up of conferences or fields within a larger territory (often a grouping of states or a whole country).
- The General Conference, the most extensive unit of organization, made up of all unions/entities in all parts of the world.
- Divisions are sections of the General Conference, with administrative responsibility for particular geographical areas.

Each level is “representative,” that is it reflects a democratic process of formation and election. Local churches elect their own officers and church boards by majority voting. Churches elect delegates to the conferences, which meet “in session” every two or three years. Executive authority between sessions is exercised by the Conference Executive Committee and the executive officers (normally President, Secretary and Treasurer), all of whom are elected by the session.

A similar process operates for Union sessions, usually 5 years and General Conference sessions, at which times officers and committees are elected, reports given and policies decided.

Within these four levels the Church operates various institutions. In their world outreach, Adventists serve the whole person and have developed educational, health-care, publishing, media (radio, print, television, web, satellite), and other institutions. The multiple units of the World Church, whether congregations, conferences, health-care institutions, publishing houses, schools, or other organizations, all find their organizational unity in the General Conference of the Seventh-day Adventists in which they have representation.

The General Conference is the highest earthly authority for the Church. The General Conference in session, and the Executive Committee between sessions, is the highest organization in the Administration of the Church’s worldwide work, and is authorized by its constitution to create subordinate organizations to promote specific interests in

various sections of the world. When differences arise in or between organizations and institutions, appeal to the next higher organization is proper until it reaches the General Conference in session, or the Executive Committee at the Annual Council. During the interim between these sessions, the Executive Committee shall constitute the body of final authority on all questions where a difference of viewpoint may develop.

Administratively, the worldwide Church has 13 Divisions, which are composed of churches grouped by a collection of missions, fields, or states into unions of churches. The North American Division is one of the 13 Divisions. The Divisions, and headquarters are:

Euro-Africa (EUD) Berne, Switzerland; East-Central Africa (ECD) Nairobi, Kenya; Euro-Asia (ESD) Moscow, Russia; Inter-American (IAD) Miami, FL, United States of America; North American (NAD) Silver Springs, MD, United States of America; Northern Asia-Pacific (NSD) Koyang City, Korea; Southern Africa-Indian Ocean (SID) Harare Zimbabwe; South American (SAD) Brasilia, Brazil; South Pacific (SPD) Wahrenonga, Australia; Southern Asia (SUD) Tamil Nadu, India; Southern Asia-Pacific (SSD) Cavite, Philippines; Trans-European (TED) St. Albans, England; West-Central Africa (WAD) Abidjan, Cote d'Ivoire.

This information was obtained from the North American division of Seventh-day Adventists; [http:// www.nadadventist.org/article/19/about-our-church/organizational-structure](http://www.nadadventist.org/article/19/about-our-church/organizational-structure).



SAN GABRIEL ACADEMY STUDENT HANDBOOK

LAST REVISED: AUGUST, 2022