



LIVINGSTONE
Adventist Academy

HANDBOOK

2024-2025

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Know God, Seek Wisdom, and Serve Others

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Livingstone Adventist Academy reserves the right to amend policies listed herein the School Handbook and Sports Plan as voted by faculty and school board. Livingstone Adventist Academy also reserves the right to interpret rules and policies as individual situations and needs arise.

SCHOOL CONTACTS

Administration

Principal

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ABOUT OUR SCHOOL

Livingstone Adventist Academy welcomes all students who desire a Christ-centered education and are willing to adhere to our high moral standards, are in harmony with our objectives, and are willing to comply with the principles and regulations of the school. Livingstone Adventist Academy does not discriminate on the basis of race, gender, religion, or national origin. Students should realize that when they present themselves for admission, they thereby willingly pledge to observe the regulations and uphold the Christian principles of Livingstone Adventist Academy. Contrary behavior will result in the forfeiture of a student's privilege to attend. Please also be aware that a student may be denied admission due to class size.

Livingstone Adventist Academy is a Christian school serving the Willamette Valley since 1898. Livingstone Adventist Academy welcomes all students regardless of religious background. The school holds to a set of values based on Biblical principles. Our purpose is to offer the best in academics, coupled with deeply rooted Christian values.

At Livingstone Adventist Academy we believe that students should understand and live by standards of honorable Christian behavior. We also believe that these behaviors are a matter of attitude and choice rather than a system of rules and regulations. Decent, self-respecting behavior must be based on personal integrity and genuine concern for others which is the foundation of Jesus' teachings.

The members of the Livingstone Adventist Academy community should conduct themselves in a trustworthy manner that will further the best interest of the school, their class, and any teams or clubs to which they belong. They should act as responsible members of the community, working for the common good rather than solely for personal advantage. They should honor God, seek wisdom, and serve others, conducting themselves at all times in a moral and decent manner while at Livingstone Adventist Academy and throughout their

lives as citizens of and contributors to their community.

ACCREDITATION

Livingstone Adventist Academy is accredited by the Middle States Association of Colleges and Schools and the Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities.

MISSION & PHILOSOPHY

MISSION—Livingstone Adventist Academy inspires its students *to know God, to seek wisdom, and to serve others.*

***To Know God** - We believe that only through a personal, connected relationship with God can anyone reach his or her highest achievements. Livingstone Adventist Academy purposefully strives to create a culture where students can come to know Christ and enter into a partnership with Him for their lives. These objectives are reached through thoughtful, age-appropriate bible study, application of principles, and mentoring that allows the student to grow with Him and for Him.*

***To Seek Wisdom** - We believe true learning is commitment to principles which teach that we are to do all things to the best of our abilities. We promote academic excellence in our students because we believe ultimate value is only experienced when the learner has accomplished his or her best. Livingstone Adventist Academy inspires its youth to seek wisdom through a variety of activities designed to encourage and develop talents for life.*

***To Serve Others** - We believe that in order to raise successful leaders who are sensitive to the needs of others, youth need to be given the opportunity to serve others like Jesus did. We seek to create a generation of young people who will leave a legacy by giving more than they take and enthusiastically being the hands and feet of Christ in service to humanity. Through the work of service, they can experience growth of character, true joy, and receive blessings untold!*

VISION - To be known in the community as a school where the atmosphere is one of uncompromising dedication to God, academic excellence, and enthusiastic passion to serve; a place where all parents will want their children to attend because Christ is woven into everything we do.

PHILOSOPHY - At Livingstone Adventist Academy we believe each individual was wonderfully made by God. As such, we believe each individual

deserves the highest respect, honor, and duty. We believe that in order for students to achieve their best, the school and their home must develop a partnership with God as the center. As students develop their character from the inside out, they become the light they were called to be.

INSPIRATION - We believe God gives us all freedom of choice and a true believer follows God based on an understanding of this freedom. In a similar manner, our faculty seeks to guide their students through intentional relationships, leadership, and mutual respect. Through these methods, students can be inspired to learn not because they have to but because they want to and they exceed what is required.

SCHOOL BOARD

Representatives to the school board are elected by each constituent church. Members serve a three-year term and can be re-elected. School board meetings are open to all constituents except for executive sessions. School board meetings are normally scheduled for 6:30 p.m. on the third Tuesday of every month. A list of board members is available in the school office.

CONSTITUENT CHURCHES

Livingstone Adventist Academy is financially supported by the following constituent churches in the Salem area:

Dallas Seventh-day Adventist Church (503) 623-5872
589 SW Birch Street (PO Box 450), Dallas, OR 97338

East Salem Seventh-day Adventist Church (503) 363-0390
5575 Fruitland Road, Salem, OR 97317

Inside Out Ministries (503) 399-8698
1910 Front Street NE, Salem, OR 97301

Salem Central Seventh-day Adventist Church (503) 364-4626
1330 Summer Street, Salem, OR 97301

Salem Spanish Seventh-day Adventist Church (503) 856-9700

4625 Cordon Road, Salem, OR 97305

Silverton Seventh-day Adventist Church (503) 873-8568
1159 Oak Street, Silverton, OR 97381

Stayton Seventh-day Adventist Church (503) 769-5203
610 Fern Ridge Road, Stayton, OR 97383

Woodburn Spanish Seventh-day Adventist Church (503) 902-0650
782 Willow Avenue, Woodburn, OR 97071

HISTORY OF LIVINGSTONE ADVENTIST ACADEMY

Livingstone Adventist Academy was founded in 1898. It was originally located near downtown Salem. In the first Adventist church building in Salem, on the corner of Mill and Cottage streets. In 1913, the church and school moved to a new building at 5th and Gaines. The next location for the school was a building on Broadway St., which opened in 1938, separate from the church location. The decision was eventually made to move to a more rural area just outside the city on Fruitland Road where the school is located today.

The name Livingstone can sometimes confuse people trying to pronounce it and spell it. It is pronounced “Livingston” but it is spelled with an “e” at the end. Why? 1919 Livingstone Junior Academy 9th grade class Alumnus, George Jenkins recalls that his 9th grade class wanted to have a school name that would improve community perception of the school. At that time, the class was reading about David Livingstone, it was suggested that the school be named after this godly adventurer who worked in Africa helping to bring medicinal healing and knowledge to the locals. Upon the suggestion to name the school Livingstone, Mr. Jenkins wrote, “The response was immediate and unanimous.” In this same letter written by Mr. Jenkins, dated March 20, 2020 he added, “Little did I dream that 80 years later this name would still be the honored and accepted name of a successful and growing tool in God’s hands for the salvation of souls.”



ADMISSIONS

NEW STUDENTS

New students must go to the Livingstone Adventist Academy website at www.laaonline.org, select “New Students Apply Here” and follow step-by-step instructions. After you submit your application, school administration will contact you to set up an appointment to meet.

Prospective students are encouraged and invited to visit our campus. Each spring Livingstone Adventist Academy hosts an Academy Day for prospective students. This is a special time for parents and students to meet our teachers and get acquainted with other students. Tours of the campus, programs highlighting student organizations, and other activities are planned to introduce you to all Livingstone Adventist Academy has to offer.

An interview is requested of all new students entering 3rd-12th grades. Acceptance to Livingstone Adventist Academy will be formalized through the school administration.

Students who are attending school for the first time must:

- Pre-Kindergarten students must be 4 years old on or before September 1st of that school year.
- Kindergarten students must be 5 years old on or before September 1st of that school year.
- 1st grade students must be 6 years old on or before September 1st of that school year.
- Provide a copy of their birth certificate
- Have a physical examination
- Provide a copy of immunization records

Exceptions to the age requirements must be granted by the school administration upon the recommendation of a teacher and/or administrative staff member. Exceptions will not be granted to any kindergarten or 1st grade student whose date of birth falls after September 15th of the current school year.

RETURNING STUDENTS

All returning students must have all financial obligations from the previous year cleared before beginning classes. Parents and students must go to the

Livingstone Adventist Academy website at www.laaonline.org, select “Re-enroll Students Here” and follow step-by-step instructions. You will need to do this process for each student.

MID-YEAR TRANSFERS

Students wishing to transfer into Livingstone Adventist Academy during the school year must consult with school administration. Elementary students are usually able to make the transfer with minimal difficulty. High school courses require full semester attendance to receive credit, so high school transfers are normally allowed only at the start of a semester. However, high school students may be permitted to transfer during a semester if the classes begun elsewhere can be reasonably continued at Livingstone Adventist Academy.

IMMUNIZATIONS

In order to attend any school in Oregon, students must have the following immunizations up to date or file a medical or religious exemption from immunizations.

- Diphtheria/Tetanus vaccine (5 doses by kindergarten)
- Polio vaccine (4 doses by age 5)
- Measles vaccine (2 doses)
- Rubella vaccine (2 doses at or after 12 months of age)
- Mumps vaccine (2 doses)
- Hepatitis B (3 doses)
- Varicella (1 dose or have had the chicken pox)
- Hepatitis A vaccine (2 doses prior to entering pre-school)
- Tdap vaccine (prior to entering 7th grade)

SPECIAL NEEDS STUDENTS

Livingstone Adventist Academy works closely with the Salem-Keizer Public School District to provide services for students with special needs under the

Individuals with Disabilities Act. However, Livingstone Adventist Academy is not equipped to accommodate students with extreme needs, and in some cases may recommend that a student be placed in another program where resources, training and specialized personnel are available. Parents of children with special needs, IEPs, or 504 Plans must disclose such information prior to the student being accepted to Livingstone Adventist Academy.

FINANCIAL

ENROLLMENT FEE – 2024-2025 School Year

\$200 per student (non-refundable)

- A discount in the amount of \$200 per student will be applied to the family account in December if:
 - Student is enrolled **by** March 31
 - Student is still attending Livingstone Adventist Academy
- A discount in the amount of \$100 per student will be applied to the family account in December if:
 - Student is enrolled by April 30
 - Student is still attending Livingstone Adventist Academy

Family accounts must be cleared of any prior balance before enrolling for the next school year. Any exceptions must be granted by the Finance Committee.

<u>TUITION</u>	<u>YEARLY</u>
Pre-Kindergarten (<i>1/2 day</i>)	\$4,255
Elementary (<i>K - 5th</i>)	\$7,765
Middle School (<i>6th - 8th</i>)	\$8,715
High School (<i>9th - 12th</i>)	\$9,190

MONTHLY DUE DATES

Livingstone Adventist Academy has a 10-month billing which is from September through June. **All payments are due on or before the 10th of each**

month.

PAYMENT OPTIONS

- Cash or Check (Attn: Treasurer)
- Credit card (4% processing fee through the school office)
- Adventist School Pay (through the school website at www.livingstone.academy)
- Online bill pays through your personal bank

PAYMENT PLANS

All families must sign and submit a financial agreement:

- 10 Equal Monthly Payment Plan: 1st payment due on or before September 1st with final payment due June 10th
- 2 Payment Plan: 1st payment due on or before September 1st and 2nd payment due on or before February 1st in order to receive a 2% discount
- Full Payment Plan: One payment due on or before September 1st in order to receive a 3% discount

Discounts will not be applied to any account that is not current. Any exceptions must be granted by the Finance Committee.

DELINQUENT ACCOUNTS

- Any accounts more than 30 days past due will be assessed a monthly 1.5% interest charge on the unpaid balance.
- The finance committee will review accounts which are more than 45 days overdue.
- Affected students may be suspended from classes and extracurricular activities until satisfactory financial arrangements are approved.
- Livingstone Adventist Academy reserves the right to withhold transcripts, grades, and diplomas until student accounts have been paid.

EARLY WITHDRAWAL

Students withdrawing during the school year must settle all finances before departure. Tuition charges will be prorated according to the departure date and refunds will be made if applicable.

LATE ENROLLMENT

Students enrolling during the school year will have tuition prorated according to their starting date.

DISCOUNTS

- Parents paying the full year in advance on or before September 1st will receive a 3% discount on tuition rates.
- Parents paying each semester in advance will receive a 2% discount on tuition rates.
- Families with two students enrolled at Livingstone Adventist Academy will receive a 3% discount on tuition rates.
- Families with three students enrolled at Livingstone will receive a 5% discount on tuition rates.
- Families with more than three students will be referred to the business office.

FINANCIAL AID

Families requesting financial aid should contact their local church first. Limited financial aid is available through Livingstone Adventist Academy, which depends solely on donor support for financial aid. The amount of assistance is based on family needs and the financial aid application form FACTS Grant & Aid Assessment. The FACTS application is online at: www.online.factsmgt.com/aid. FACTS is an independent company which calculates financial assistance needs for families. They charge a \$40 fee for their services.

Students receiving financial aid must:

- Maintain a minimum of 2.0 GPA (73%)
- Show excellent working habits
- Have very good attendance record

Student performance is reviewed quarterly.

To receive financial aid, family accounts must be cleared of any prior balance. Financial aid through Livingstone Adventist Academy Living Legacy Program is limited and is distributed on a first come first served basis. It is important that any family seeking financial assistance get their application in early. **Financial**

aid may be terminated if the family does not stay current with their balance. All terminated aid will be the decision of Livingstone Adventist Academy Finance Committee.

STUDENT WORKERS

Livingstone Adventist Academy offers a student work program for high school students. Students seeking employment at the school need to contact the business office. Students employed at school must work their scheduled time before participating in any after school activities.

ADDITIONAL CHARGES

HOT LUNCH PROGRAM

Livingstone Adventist Academy provides a quality vegetarian hot lunch program every day. Meal ticket prices are \$5.00 per meal. Fees are applied to the family statement at the end of each month.

MISCELLANEOUS EXPENSES

Additional expenses (i.e. class supplies, music tours, school pictures) are not included in tuition plan.

SPORTS FEES

- Middle school soccer - \$100 per student
- Middle school basketball - \$100 per student
- Middle school Volleyball - \$100 per student
- High school soccer - \$250 per student
- High school girls' volleyball - \$250 per student
- High school boys' and girls' basketball - \$250 per student

ATTENDANCE

Regular attendance to class is a vital part of academic success. Much of what a student learns is from interaction in the classroom. Simply getting one's assignments to do at home is not quality learning. Some activities in the

classroom are group work, class discussion or hands-on experiences that cannot be made up or duplicated at home. Students who do not attend class fall behind, become discouraged, and perform poorly on tests. In order for an absence to be considered excused, in cases of illness, medical appointments, or family emergency, the student's parent should contact the school to provide an explanation for the absence.

ABSENCES & TARDIES

Elementary attendance is recorded daily. Students gone for the morning or afternoon only will be marked absent for one-half day only.

Students who are late to school will need to go to the school office to receive a tardy slip before going to their classroom.

Students are expected to keep up with classwork during absences. Students must make up all necessary missing work within a reasonable time frame determined by the teacher.

High School attendance is taken in each classroom. Students are counted absent from a class if they are out of the classroom for more than 10 minutes without a teacher's permission.

Students with an excused absence from class will need to make up the work they missed. Missing work must be made up in a reasonable time frame, determined by the teacher, in order to be accepted. Students are responsible for checking in with teachers in advance of a known absence. *Your child must check the respective teacher's syllabus for policies specific to that teacher.*

Students are expected to be in class when the tardy bell rings. Attendance will be taken at each class period.

Tardiness caused by a staff member, such as a teacher, a conference or lunch clean-up will not be assessed. Students who leave class without permission will be considered tardy (if less than 10 minutes) or absent from class (if more than 10 minutes).

Students who are on school functions (i.e. sports games/tournaments, school trips) will not be counted as absent from either the school day or individual classes, but still must make up missed work. Students who are on campus but

absent from class may not be entitled to make up work missed due to their absence from class.

Students absent or tardy more than 10 times in a semester will be subject to review by administration which may result in the student not being able to participate in school activities/events. The administration may deny credit if more than 15% of a class is missed, but under certain circumstances may allow for work to be made up.

Excused tardies and absences require a notification from the parent. Please notify the front office no later than 9:30am each day.

SCHOOL HOURS

Monday - Thursday	8:00 a.m. to 3:15 p.m.
Friday	8:00 a.m. to 2:00 p.m.
Minimum Days	8:00 a.m. to 12:00 p.m.

KIDS ZONE CARE

Elementary and middle school students, arriving at school before 8:15 a.m. must go to Kids Zone. Kids Zone is available from 7:15 a.m. - 8:15 a.m. For safety and Liability reasons, high school students arriving before 8:00 am Must go to the Lion's Den until their class begins. Elementary and middle school students still on school campus at 3:30 p.m., and are not in an elective class that day, must go to Kids Zone. This program runs Monday - Thursday from 3:30 p.m. - 4:30 p.m. and on Fridays from 2:15 p.m. - 3:15 p.m. On early dismissal Fridays, this program runs from 12:15 p.m. to 1:15 p.m.

High school students still on campus at 3:30 p.m., and are not in an elective class that day, (Monday-Thursday) must go to the Lion's Den. As a general rule, the Lion's Den will remain open to high school students 1 hour and 10 minutes after school dismissal.

Students who use Kids Zone (before or after school) are charged \$5.00 per session. All students must be signed out by a parent or guardian. Siblings can sign for another sibling only if they are a designated and approved driver.

If your student is a member of a carpool and is staying after school because

another member of the carpool is involved in an athletic program or school sponsored program you will not be charged for after school care on those days.

Students picked up after Kid Zone hours will be charged a \$15.00 fee per each half hour, unless special arrangements have been made at least 24 hours in advance. Please be respectful of our staff's time.

Kids Zone Care fees are applied to the family statement at the end of each month. Unpaid fees may subject your student (s) to suspension from Kids Zone care until balance is paid.

DROP OFF & PICK UP

Morning drop off

- No vehicle is to be left unattended unless parked in the designated parking lot.
- Elementary and middle school students arriving after 8:30 a.m. will need to go to the school office to get a tardy slip before heading to their classroom.

After school pick-up

- Students are dismissed at 3:15 p.m. (2:00 p.m. on Fridays)
- All elementary/middle school students who have not yet been picked up by 3:30 p.m. (2:15 p.m. on Fridays) will be sent to Kids Zone.
- Elementary students who ride with a high school student must have written permission on file in the school office.

STUDENT CONDUCT

ACADEMIC HONESTY

A student's work should represent not only a high quality of intellectual achievement, but also the performance of all work in accordance with the highest standards of academic honesty and integrity. While students are encouraged to work together and assist each other, all work submitted should be the product of the individual student or of the group (if it is a group project).

Instances of academic dishonesty includes: presenting the work of another for one's own credit, wholesale copying or giving of answers, copying material

from the internet without giving credit, and allowing others to cheat off one's paper. Students who cheat or allow others to cheat from them will have their work recorded as no credit and further disciplinary action may be taken.

PERFORMING ORGANIZATIONS

Livingstone Adventist Academy has several performing organizations in high school, including choir (Choraleo), bells (Aurora), select choir (Ossia), praise team (Music Ministry), and performance groups in junior high which vary but can include: bells, choir, and other ensembles.

These organizations are time intensive and involve performance dates outside of the school day. Students who sign up for these classes must agree to a year-long commitment and must be at all performances except in the most serious of circumstances.

PUBLIC DISPLAY OF AFFECTION

Students are encouraged to cultivate healthy relationships and maintain proper decorum at school and at school sponsored events. Students are asked not to display inappropriate outward affection toward one another in ways that cause others to feel uncomfortable. Students who demonstrate inappropriate public affection (such as extended hugging, hand-holding, kissing, etc.) will be reprimanded and may be placed on social restriction.

If students continue to show unacceptable public affection after being reprimanded, social restrictions will occur and parents will be notified. Social restriction could include limitations on interacting with one another at all school activities on and off campus.

GENDER AND SEXUALITY

Livingstone Adventist Academy is part of the Seventh-day Adventist Church school system and upholds the teachings of the church. Our position on gender and sexuality is based on Biblical principles, and mirrors the stated position of the church. For more information, church position statements can be accessed at: Homosexuality and the Adventist Church - Adventist.org

PROHIBITED BEHAVIOR

Students will be subject to discipline up to and including request to withdraw or expulsion for misconduct including, but not limited to:

- Theft
- Cheating
- Vandalism of school property, including defacing, destroying, wasting or misusing school property or equipment *
- Setting off fire alarms without just case
- Assault, fighting, or threats of harm
- Sexual harassment or misconduct
- Possession, purchase, sale, use, delivery or distribution of drugs, alcohol, or tobacco, or any related items
- Open defiance of school staff, volunteers, or policies
- Use of profane or obscene language or materials
- Inappropriate displays of affection
- Inappropriate internet usage, including social media postings **
- Inappropriate texting
- Activities - including advocacy, instigation, online posting or public demonstration - that support views or causes that are not in harmony with the values of Livingstone Adventist Academy and/or the Seventh-day Adventist Church.

If a student is being considered for expulsion, the Campus Life Committee will become involved. Student and parents may request to be present and to offer his or her defense. If after a student has been expelled, grievances can be filed with the School Board which has the right to affirm, modify, or reverse any recommendation. The student and/or parent may waive the right to be present, or the right to a review, and withdraw the student.

**Restitution may be required*

***Livingstone Adventist Academy holds the right to protect its reputation from malicious postings regardless of when postings are made.*

RESTRICTED ITEMS

Livingstone Adventist Academy laptop computers, tablets, Chromebooks and personal devices may be used provided the student has signed and submitted the computer use agreement policy. Laptops, tablets, and Chromebooks may only be used when authorized and only for school-related work.

iPod, digital cameras, phones, internet capable watches or other personal devices may **only** be used on campus or on bus trips with permission of the teacher or supervisor.

Students using these devices must agree to the following terms:

- Students may not lend, share or trade devices or content.
- Students are forbidden to use cameras/photography of any kind in locker rooms, bathrooms or changing areas.
- Headphones must be used when applicable.
- Content must be appropriate for a Christian environment.

PROHIBITED ITEMS

Livingstone Adventist Academy has no tolerance for the use, possession, promotion, purchase, distribution, or delivery of alcohol, drugs, drug paraphernalia, or any controlled substance. Anybody involved in this type of activity shall be suspended from school immediately and may receive additional consequences from civil authorities. Students may also be immediately placed on behavior plans, be referred for drug and alcohol counseling, or be subject to expulsion. LAA reserves the right to search any lockers, suspected student backpack(s), student desks, or suspected student car(s) if parked on school grounds.

Students may not bring the following items to school or school activities. These items brought on campus will be confiscated and appropriate disciplinary action will be taken:

- Drugs, alcohol, and any other controlled substances
- Vapes
- Fireworks
- Obscene pictures or literature
- Occult literature or items

- Gambling games
- Skateboards
- Weapons (real or fake) including slingshots, air soft guns and pepper spray

The following items are prohibited on campus or at school activities, unless authorized by the administration for campouts or similar events:

- Lighters and matches
- Knives
- Paintball guns
- Water guns

BULLYING/CYBERBULLYING

Bullying is repeated unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power, such as physical strength, access to embarrassing information, or popularity, to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors that happen more than once.

Bullying, Cyberbullying and/or harassment includes actions such as: making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Bullying is **NOT** a normal part of growing up, and does **NOT** build character. Bullying is a form of abuse. It is a learned behavior that hurts everyone - those who get bullied, those doing the bullying, and the people watching. Bullying damages schools, communities and society at large. Bullying affects children's psychological well-being and academic performance. Bullying is a relationship problem. It is the assertion of interpersonal power through aggression. Bullying is a series of issues and interactions and communication break downs that lead to hurt and damage.

At Livingstone Adventist Academy, we take bullying and cyberbullying behavior very seriously and if your child indicates a bullying situation to you, please contact his or her teacher immediately. Our staff receives on-going training and has implemented procedures to confront bullying. Appropriate

actions will be taken. If the problem persists after working with the teacher, contact the principal.

As a Christian school, we have greater standards of conduct. If bullying or cyber-bullying occurs between LAA students outside the school setting and is viewed by school administration as causing a negative or hostile environment for a student at school, LAA reserves the right to administer school-related consequences which could include suspension or expulsion.

As Christians, we are to treat all individuals with dignity and respect. Acts of ridicule, abuse or bullying are incompatible with the command “Love your neighbor as yourself” (Mark 12:31).

SUSPENSION/EXPULSION

Any student under suspension or expulsion will not be allowed on school property during the period of suspension or expulsion unless approved by the School Principal.

DRESS CODE

The Livingstone Adventist Academy Dress Code policy applies to all school events, grades PK-12.

The primary responsibility for the dress and grooming of a student rests with the student and his or her parents or guardians.

In areas of disagreement, the Administration reserves the right to render a final decision.

It is an established fact that the attire of students has an important influence on the attitude toward learning within any school. We feel a strong responsibility as a school to provide guidelines for parents and students to use in determining what is and is not appropriate for the school environment. Professionally appropriate coverage of the body is required. A key guideline is that dress should never support intimidating behavior, or interfere with anyone's right to learn or teach, or endanger health or safety. Due to current fashion trends, we believe it is important to emphasize the following dress guidelines for our students:

Allowable Dress & Grooming

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent, shoes, or sandals with a heel strap.
- Shirts and dresses must have fabric in the front and on the sides.
- Clothing must cover undergarments
- Fabric should cover all private parts including cleavage, and must not be see through.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoods on hoodies are not to be worn indoors.
- Clothing and jewelryⁱ must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, athletics, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Non-Allowable Dress & Grooming


Clothing or jewelryⁱ may not depict, advertise or advocate any material that is out of harmony with the values of Livingstone Adventist Academy and/or the Seventh-day Adventist Churchⁱⁱ. A student not

following the dress code will not be allowed back to class until it is addressed.

- i. Appendix A
- ii. Appendix B

DRESS CODE

All cell phones, earbuds or headphones, and smart watches in locked bag



The illustration shows a boy on the left and a girl on the right. The boy is wearing a yellow t-shirt, grey shorts, and green sneakers. The girl is wearing a blue long-sleeved shirt, a purple skirt, and pink sneakers. Lines connect text labels to specific parts of their clothing and accessories.

Hoodies and hoods outside only

Shirts must not have inappropriate images or messages

Shorts and pants and skirts must cover all private areas

Tennis shoes with non-marking soles must be worn for P.E.

No see-through clothing, front and sides covered

No slippers or bare feet

PE ATTIRE

Each PE class will have a dress requirement which is only appropriate for PE class. Tennis shoes will be required for all students and must have non-marking soles to protect the gym floor.

MEDICAL INFORMATION

When should my child stay home from school?

By state law, Oregon schools are required to have prevention and treatment service and policy for those inevitable times when staff and students get sick. Consistent attendance at school is important; however, there are times when students should stay home. **Students should stay home if they exhibit any of the following:**

- Fever of 100 degrees or greater
- Vomiting
- Stiff neck or a headache with fever
- Any undiagnosed rash with or without fever
- Unusual behavior change, such as irritability, lethargy, or somnolence
- Jaundice (yellow-colored skin or eyes)
- Diarrhea (three watery or loose stools in one day with or without fever)
- Skin lesions that are “weepy” (fluid or pus-filled)
- Colored drainage from eyes
- Brown/green drainage from nose
- Difficulty breathing or shortness of breath
- Serious and/or sustained cough
- Symptoms or complaints that prevent the student from participating in his/her usual school activities, such as a persistent cough, (with or without a fever) or if the student requires more care than the school staff can safely provide

Students with any of the following communicable diseases must remain home until all symptoms are absent or there is no longer any danger of transmitting the disease, or a doctor has written a note stating that the student may return to school.

Chicken Pox *	Flu	Mumps
Common Cold	Lice	Pink Eye **
Fifth Disease	Measles	Rubella

** Students with chicken pox are excluded from school for at least six days after the first vesicles appear or until all vesicles are dry (whichever occurs last) or until they have a note from their doctor.*

*** Students with pink eye and colored drainage, also known as Conjunctivitis, will be excluded from school until no symptoms or they have received treatment for at least 24 hours.*

When is it okay for my child to return to school?

It is probably okay for your child to return to school when:

- Fever is below 100 degrees (orally) for a minimum of 24 hours without the use of Tylenol or other fever-reducing medicine
- Rash disappears or if you get written or phone consent from doctor for your child to return to school
- Discharge must be gone or the student must have a written or phone consent from doctor to the school office
- Symptom-free of vomiting or diarrhea for 48 hours
- Symptom-free or student must have been on antibiotics for 24 hours or have a written or phone consent from doctor to the school office

Medical Appointments - When possible, doctor and dental appointments should be scheduled outside of regular school hours.

Medications - State regulations require that no prescription or over-the-counter medications can be given to students without the written permission of a parent or guardian. Medications must be brought by a parent or guardian from home with the student's name on it and the parent must complete a Medical Permission and Administration Form. All medications must be kept in the school office. All medications must remain in their original container. Students are prohibited from giving prescription medication or over-the-counter medication to other students. Livingstone Adventist Academy cannot treat major injuries or illnesses.

Physical Education Exemption - Physical Education is required at Livingstone Adventist Academy. Any request for your child to be excused from PE must be in writing. Requests for PE exemption for more than one week must be accompanied by a doctor's note.

Sports Physicals - Students who participate in extracurricular sports in 6th - 12th grades must have a physical examination prior to participation once every two years.

SCHOOL POLICIES & PROCEDURES

Animals - With the exception of service animals, no animals are allowed on school grounds. This is not only for the cleanliness of our campus, but for the safety of our students and staff.

Asbestos - Livingstone Adventist Academy is considered an asbestos free zone. Records are on file in the school office.

Cell Phone - Phones and personal electronic devices (including earbuds, smart watches, gaming devices, etc.) are not to be used during school. Every student is assigned a personal Yondr pouch. While the Yondr pouch is considered school property, it is each student's responsibility to bring their pouch with them to school every day and keep it in good working condition.

Daily Process

As students Arrive to School, they will:

- o Turn their phone off.
 - o Place their phone (and any other personal electronic devices, including earbuds, smart watches, etc.) inside their pouch and secure it in front of school staff.
 - o Store their pouch in their backpack or locker for the day. At the end of the day, students will open their pouch, remove their phone and put their pouch in their backpack. Students must bring their pouch to school with them each day.
- *Students arriving late or leaving early will pouch/unpouch their phones in the front office.

Violations

Pouch Damage / Lost Pouch / Using Phone During School

- o If a student damages their pouch or is using their phone (or other personal electronic device) during prohibited times, Administration will collect the device/Pouch until the end of the school day, record the violation in FACTS, and call the student's parent/guardian
- o \$30 pouch replacement fee must be paid for a new pouch

Examples of damage:

- Deep scratches on the globe and on the green ring around it
- Intentional pen marks on the inside of the Pouch
- Bent pins

- Pin and button not fully recessing, due to pin damage

Forgotten Pouch

- If a student forgets their Pouch, their phone will be collected, the violation will be recorded in FACTS, and Admin will call parents/guardians. The phone will be returned to the student at dismissal.
- If a student consistently forgets their pouch, it is considered Lost. Refer to the Lost Pouch policy above.

Child Abuse Policy - Livingstone Adventist Academy complies with state law that any teacher or staff member who has reasonable cause to believe that a child has suffered abuse or that an adult has abused a child must report or cause a report to be made to the appropriate officials.

Class Trips - Throughout the school year, teachers plan various trips for different classes and groups that meet instructional goals. These trips are well-planned and have a specific itinerary. Buses and/or parent volunteers are used to transport the students. There may be additional cost for each trip.

Students are expected to participate in these trips and uphold the standards outlined in this handbook. Students who do not participate in class or grade level trips will be expected to complete any assigned classwork that occurs on that trip. Off-campus travels are a privilege as well as a responsibility. Students who do not uphold the school standards while on a trip will be sent home at the expense of the parent. Any elementary or middle school student that is deemed a safety or behavioral risk based on past behavior, may be required by school administration to have a parent travel and be present with their child.

Students going on any class trip must have a permission slip signed by a parent or guardian, even if the trip falls within school hours. This is to ensure that parents who need to take their child out of school for appointments will be aware that their child may be off campus at that time.

School activities are intended for Livingstone Adventist Academy students. Students wishing to bring non-Livingstone Adventist Academy students to any school activity must have permission from the administration.

Parents volunteering for field trips must have a current Volunteer Background Check form on file in the school office. Parents who are driving students (other than their own) on a field trip must also have on file with the school office a

completed transportation form, a copy of the current driver's license and a copy of their current auto insurance card. They must also satisfy any Oregon State regulations for Covid-19.

Closed Campus - Livingstone Adventist Academy has a closed campus policy once the school day has begun. Once students arrive, they are required to stay on campus until the end of the school day. Students who leave campus during the day must provide parental permission to the school office. Parents must sign the student out in the school office prior to leaving campus and must sign back in when the student returns to school. Juniors and Seniors, with signed support of their parents, may petition the administration for approval in order to leave campus on their own during the school day to fulfill such duties as: off campus classes or paid work. Violation of the school's closed campus policy will result in disciplinary action. This policy does not prevent students from leaving campus after their last class of the day and returning for an after-school or evening school event.

Computer Use Policy - Livingstone Adventist Academy provides computers for students to use in enhancing their educational experience, including internet access. Livingstone Adventist Academy has filtering software to prevent most inappropriate material from being viewed, but Livingstone Adventist Academy cannot be responsible for all content that students may view. Students are not allowed to use computers without adult supervision. Livingstone installs and operates software monitoring on school owned electronic devices. LAA reserves the right to collect, inspect, or search the contents of its devices at any time. Students must sign a computer use agreement which is an acknowledgement by the student of the following expectations, and failure to abide by these rules may result in loss of computer privileges:

- Students are not to use the internet for personal communication without authorizations, (i.e. shopping, e-mail, Facebook, video files, etc.)
- Students are not to use offensive language.
- Students may not copy any software or files in violation of copyright laws.
- Students must keep their login codes and passwords private.
- Students should not expect files stored on the school network to be

private. All files are subject to review. Student files will be deleted each summer.

- Students are not to download or upload any programs or files onto or off of the school computers or network.
- Students are not to change any computer settings (e.g. color, backgrounds, program options, preferences) or delete, move or modify any programs in any way without authorization.
- Students are not to engage in computer games during class times without authorization. All computer games must be appropriate to the Christian standards of the school.
- Students are to visit only sites deemed appropriate by the teacher.
- Students are not to attempt to thwart, tamper or bypass network systems, filters or equipment.

Food & Drink - Food and drink, other than water bottles, are not permitted in the classrooms, computer labs or gymnasium without school staff authorization. Elementary and middle students are not permitted to chew gum at school unless authorized by the teacher.

Integrated Pest Management— Livingstone Adventist Academy is in compliance with Oregon State integrated pest management laws. Records are on file in the school office.

Lockers - Lockers are provided for Pre-Kindergarten-12th grade students. Any vandalism, modification, marking, defacing or unauthorized entry of a locker will result in the loss of locker privileges. The student assumes responsibility for keeping his/her locker secure. Livingstone Adventist Academy assumes no responsibility for the loss, theft or damage of items kept in lockers. Lockers are school property. Only locks registered and supplied by the school may be used on lockers. Contraband or the possession of anything which violates school rules, or is hazardous to the safety of the school is not allowed in student lockers and will be confiscated by school administrators. Administration reserves the right to inspect lockers at any time.

Lost & Found - There is a lost and found rack in the hallway outside of the cafeteria. If an item is lost, check the lost and found rack. Unclaimed items will

be taken to the Community Service Center at the end of each quarter. Items such as money, wallets, cell phones and watches may be turned into the school office. Parents are strongly encouraged to label items with the student's name to expedite the return of items to their owner.

Meeting with Teachers - If a parent needs to schedule a conference with a teacher, please contact the teacher directly to set a meeting time. The time just before classes begin is not an appropriate time to hold an unscheduled conference. At that time, teachers are greeting the students and preparing the day's lessons.

If a parent has an unresolved issue or grievance concerning their child, the parent should first speak with the teacher involved to see if that will settle the matter. If after speaking with the teacher and nothing is resolved, the parent should then contact the principal. If the issue remains unresolved at that point, the parent may contact the Oregon Conference Office of Education.

Non-Discrimination - Livingstone Adventist Academy does not discriminate on the basis of race, color, sex, religion, or national/ethnic origin in administration of its educational or admission policies, school programs or other school sponsored activities.

Publications - Livingstone Adventist Academy reserves the right to use photographs of students in school publications, website, and promotional materials. Student pictures will not be identified by full name without express parental permission except for yearbook and in the high school *The Roar* newsletter. Students may not distribute published materials without approval from the school administration. Such publications must bear identification as to the author and distributing organizations and must not interfere with the orderly school process. Such material must be free of libel, obscenity and defamatory statements against any person and be within Livingstone Adventist Academy's policy.

School Closure - If it is necessary to close or delay school due to weather or emergency conditions, Livingstone Adventist Academy will send out a Parent

Alert text and/or email communication to current information on file in school office. As a general rule, Livingstone Adventist Academy follows Salem-Keizer School District for weather related school closings.

School Programs - Parents are encouraged to attend school programs held outside of regular school hours. Elementary and middle school student (s) who attend but are not actively participating in school programs must be accompanied by their parents or an adult who is responsible for them. If your child is participating in the programs, they are required to attend, unless prior arrangements are made with the teacher.

High school students should make other arrangements and not stay on campus after school/work to wait to attend any athletic home games unless they are a member of the team. Students attending athletic home games are expected to stay in the area of the game and leave campus when the game ends.

Search & Seizure - Livingstone Adventist Academy reserves the right to search student desks, lockers, vehicles, electronic media and files, and personal belongings for objects or materials deemed noncompliant with the school's 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. The search and seizure policy includes drug, alcohol screening when, in the opinion of school administration, it is deemed necessary.

Security - Livingstone Adventist Academy does what it can to secure the campus and make it as safe as possible. However, Livingstone Adventist Academy is not responsible for lost, stolen or damaged items. For security, Livingstone Adventist Academy operates and maintains video surveillance in common areas inside and outside the school. Video recording is the property of LAA and will not be distributed to parents or others unless otherwise used as evidence. Video recordings are kept until the hard drive overwrites itself or until the end of any possible current or ongoing investigation.

Oregon Conference Sexual Harassment Policy

Livingstone Adventist Academy along with Oregon Conference of Seventh-day Adventist Office of Education (The Oregon Conference) prohibits unlawful discrimination and harassment of any kind. This policy defines these terms and

provides a complaint procedure for all persons described in subsection (5)(b) of Senate Bill 197 (SB197) who believe they have been victims of prohibited conduct. This policy includes sexual harassment of students by students or staff members; sexual harassment of staff members by students or other staff members; and sexual harassment of persons described in subsection (5)(b) of SB197 by students or staff members. It may also encompass any conduct that a reasonable person in the individual's circumstances would consider unwelcome, hostile, intimidating, threatening, humiliating, abusive, offensive, or violent behavior that is not necessarily illegal, but is still prohibited by this policy.

Discrimination and Harassment

It is the Livingstone and Oregon Conference policy to provide a learning environment free from discrimination or harassment on the basis of race, color, religion, sex, national origin, marital status, age, or physical or mental disability, or any other characteristic protected by federal or state law. Beyond the legal requirements, it is the expectation for all members of our school community that we follow Biblical counsel and Jesus' example to respect and affirm every person as made in the image of God and loved deeply by Him.

It is our policy that all students, staff members, volunteers, and visitors to the school are entitled to a respectful and productive learning environment free from behavior, action, or language that constitutes harassment or discrimination. The "school" includes when any individual is on school premises, at a school-sponsored off-site event, traveling on behalf of the school, or conducting school business, regardless of location.

Sexual Harassment

Sexual harassment is a form of harassment and includes, but is not limited to 1) unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature, explicit or implicit; 2) unwelcome verbal or physical conduct that is sufficiently severe or pervasive to have the purpose or effect of unreasonably interfering with performance or creating a hostile, intimidating or offensive environment.

Sexual Abuse or Assault

Sexual Abuse or Assault is 1) conduct of a sexual nature directed toward a

person younger than the age of consent or a person who is unable to give consent; 2) unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, psychological or emotional manipulation, threat, or intimidation.

Prohibited Conduct

This policy prohibits conduct based on an individual's protected status. The following examples, while not comprehensive, represent prohibited behavior:

- Physical harassment, including but not limited to unwelcome physical contact such as touching, impeding or blocking movement, or any physical interference;
- Verbal harassment, including but not limited to disparaging or disrespectful comments, jokes, slurs, innuendoes, teasing, and other sexual talk such as jokes, personal inquiries, persistent unwanted courting and derogatory insults;
- Nonverbal harassment, including but not limited to suggestive or insulting sounds, obscene gestures, leering or whistling;
- Visual harassment, including but not limited to displays of explicit or offensive calendars, circulation of derogatory content, posters, pictures, drawings or cartoons that reflect disparagingly upon a class of persons or a particular person;
- Sexual harassment, as described above, including but not limited to unwelcome sexual advances or requests for favors in exchange for conduct of a sexual nature;
- Sharing, requesting, or having possession of inappropriate photos of a sexual nature. (Sexting is the sending of nude or sexually explicit images by cell phone, smartphone, or other electronic devices. Teenagers in Oregon who share nude or sexual images of minors may be prosecuted under the state's child pornography laws.)

Disciplinary Action

The Oregon Conference will not tolerate discriminatory conduct, harassment, or sexual assault. Any individual found to have engaged in such conduct may face disciplinary action, up to and including expulsion.

Protection Against Retaliation

The Oregon Conference prohibits retaliation against any individual for filing a complaint regarding conduct in violation of this policy. The Oregon Conference will not tolerate retaliation against any student or staff member for raising a good faith concern, for providing information related to a concern, or for otherwise cooperating in an investigation of a reported violation of this policy.

Reporting Procedure

1. Any student or staff member aware of or experiencing discrimination, harassment, or sexual assault at school or participating in school-related activities should report that information immediately and may make the report verbally or in writing to an immediate supervisor or school administration.
2. The school administrator/principal shall contact his/her superintendent to report any information or incident he/she becomes aware of regarding discrimination, harassment, or sexual assault.
3. If the report is of sexual abuse or assault and involves a student, the staff member shall also immediately fulfill his or her duties as a mandatory reporter by contacting either local law enforcement or the Child Abuse Hotline for their state.
4. The Oregon Conference will work in cooperation with the principal to coordinate efforts to ensure the student/staff is protected and to promote a non-hostile learning environment by:
 - a. providing resources for support measures to the student/staff
 - b. taking any action necessary to remove future impact on the student/staff
 - c. investigating and document all complaints
 - d. communicating with involved students/staff and parents. The individual who initiated the complaint and, if applicable, the student's parents shall be notified:
 - i. when an investigation is initiated
 - ii. of the protected rights of the student reporting
 - iii. when an investigation is concluded and whether a violation of this policy was found to have occurred
 - e. documenting action(s) taken.
5. Local law enforcement may be involved if required by the facts of the incident.

Time Limitations

Nothing in this policy precludes any person from filing a formal grievance to the Bureau of Labor and Industries' Civil Rights Division or the Equal Employment Opportunity Commission.

Note that Oregon state law requires that any legal action taken on alleged discriminatory conduct (specifically that prohibited by ORS 659A.030, 659A.082 or 659A.112) commence no later than five years after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing.”

Student Accident Insurance - All students at Livingstone Adventist Academy are covered by Student Accident Insurance. This insurance provides secondary coverage to the parents own insurance. Students who have an accident or injury while at school, or on school-sponsored activities off campus, must report the incident to the teacher or supervisor to insure coverage. In the event of a serious injury, the school will attempt to contact the parent/guardian, or secondary emergency contact as provided at registration by the parent. If no one can be contacted, necessary medical attention will be given and medical aid will be summoned as allowed by the Parental Consent to Medical Treatment on the student application form.

Student Vehicles - All student-driven vehicles must be registered with school office and provide a valid driver's license and proof of insurance. A student's vehicle must be parked in a designated parking space and left there during the school day. Sitting in or loitering around the vehicles in the parking lot is prohibited. The parking lot speed limit is 10 mph. Drivers are to proceed with caution while on campus. Speeding or reckless driving may result in significant consequences, including loss of privilege to drive or park on the school campus. Students are not allowed to drive their vehicles to off-campus field trip activities or extended trips without approval from the administration. The school is not responsible for the safety of students using any means of transportation other than that provided by the school.

Unsupervised Activities - No student activities are allowed in the gymnasium or on school campus without direct supervision by a staff member. Elementary

and middle school students not directly involved in a team, must be accompanied by a parent/guardian in order to watch after school sports. Students attending after-school activities are expected to stay in the area of the activity and leave campus when the activity ends. The school cannot assume responsibility for student activities on campus unless they are under the direct supervision of an authorized adult.

Visitors - All visitors must check in at the school office and get a Visitor Pass. Students and children not enrolled at Livingstone Adventist Academy may not be present on campus without making prior arrangements with school administration.

Volunteers - We encourage parents to volunteer. Contact the school office if you would like to become a volunteer. All volunteers are to satisfy any current Oregon State school Covid-19 regulations. It is required by Livingstone Adventist Academy that all volunteers have a current background check on file. This must be resubmitted every three years as required by the Oregon Conference of Seventh-day Adventist. These background checks have to be done before you will be allowed to volunteer at the school or attend any school trips. *This process will take at least 2 weeks*

ACADEMIC POLICIES

REPORT CARDS

Parents can always access report cards on RenWeb. Log-in to Parents Web on renweb.com, click on Student Information on the left side, click on Report Card. This will show you the most recent report cards, which will include all grading periods for the school year. Families with more than one student at Livingstone Adventist Academy will have a separate report card tab for each child. Parents with concerns about their child's grades are encouraged to contact their child's teachers, as soon as possible.

HOMEWORK PHILOSOPHY

It is our goal that homework be the result of a challenging, interesting

curriculum and that it includes a wide variety of activities in all areas of the curriculum. Parents are encouraged to track their child's progress by communicating, as needed, with the teachers and checking their child's grades online

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are scheduled twice each year: after the completion of the first and third quarters for elementary and middle school students, and once a year in the fall for high school students. Students are encouraged to attend the conferences.

S.T.A.R. (Students Taking Academic Responsibility)

Third through 8th grade students who earn all A's or all A's and B's for a quarter will be given recognition at a quarterly S.T.A.R. assembly.

STUDENT RECORDS

Livingstone Adventist Academy operates in compliance with the Family Educational Rights and Privacy Act. It is our goal to maintain confidentiality regarding student information and records. Authorized school personnel shall have access to student's records. Parents and legal guardians may have access to their child's records upon written request to the administration. Students 18 years old or older have the right to determine who, outside the school, may have access to his or her records. A student's records may be released to other school systems upon the written request or consent of the parent or guardian or student (if 18 years old or older). No records will be released for students who have outstanding accounts.

All transcript requests must be in writing (written note or email) and may come from the student or parents.

There are two types of transcripts: official and unofficial. Official transcripts are printed and include a school administrator's signature and Livingstone's official embossed seal. Unofficial transcripts do not have the seal or signature, and may be in a digital format. Colleges typically prefer to receive official printed transcripts sealed in a school envelope directly from Livingstone. An

unofficial transcript may be sent to a college by email to apply, but colleges will not formally accept a student without an official transcript. Livingstone will produce an unofficial transcript for a student or parent if requested.

Livingstone sends all students' transcripts to Walla Walla University at the end of their 11th-grade year. This facilitates applications and helps Walla Walla set the best possible financial aid packages for students wishing to attend. If you would prefer not to have your transcript sent for this purpose, please contact the school office.

ACADEMIC ACCELERATION

Livingstone Adventist Academy, along with North Pacific Union Conference, discourages academic acceleration.

Elementary students wishing to promote to the next grade ~~up~~ must meet the following requirements:

- The student must score at the 90th percentile or above in each area of the MAPS test on the grade level preceding the one to which the student is to advance.
- The student must demonstrate satisfactory evidence of emotional and social readiness of acceleration.
- Approval must be granted by the Oregon Conference Education Department.
- The student is limited to one acceleration experience.

High School students desiring to graduate in 3 years must meet the following stringent requirements:

- Composite score in the 85th percentile on MAPS test.
- Have and maintain a 3.5 GPA.
- Complete the 240 semester credits for graduation.
- Have no more than 60 semester credits from outside credits and no more the 20 semester credits from waiver tests.
- Apply to the administration in writing no later than the first semester of the sophomore year.

ACADEMICS - ELEMENTARY SCHOOL

ELEMENTARY SCHOOL GRADES

- Elementary grades are recorded by quarters
- Grades K - 2nd grade according to skill mastery rather than letter grades.
- Grades 3rd - 8th utilize standard letter grades.

Middle school students who earn all A's and B's in a quarter will receive recognition at our quarterly S.T.A.R. student assembly.

Middle School Academic Probation - A student whose cumulative GPA is below 2.0 (73%), or who fails in two or more subject areas, will be placed on academic probation. If their GPA remains below 2.0 (73%) after the following quarter or they fail in two or more subject areas, may forfeit their status, and a recommendation may be made to have the student placed in an alternate program.

8TH GRADE GRADUATION ACHIEVEMENT AWARDS

Students in the 8th grade who graduates with a 90% average in all classes in 5th - 8th grades and who scored in the 75th percentile or better on the 8th grade MAPS reading or mathematics test will be awarded the Presidents' Award for Educational Excellence and a \$2000 scholarship to Livingstone Adventist Academy dispersed over four years.

Students in the 8th grade who have 90% average in all classes in 5th - 8th grades without the MAPS standard will be awarded the President's Award for Educational Achievement and a \$1000 scholarship to Livingstone Adventist Academy dispersed over four years.

These scholarships are available to incoming 9th grade students from our sister schools in McMinnville and Central Valley as well as those that have been homeschooled. *Confirmation of MAPS test scores may be required.*

ACADEMICS - HIGH SCHOOL

HIGH SCHOOL GRADES

High School grades are recorded by semester only. The letter grade is determined as follows with the indicated GPA values:

Incompletions - In exceptional cases a student may be granted a grade of “Incomplete.” An Incomplete must be removed within 30 days of the close of the grading period or the grade will be recorded as an F and no credit will be given.

Academic Probation - A student who has any quarter F grades, or an average of less than C- (70%) in all classes, will be placed on academic probation. Students on academic probation will be required to attend after-school study hall for a minimum of two weeks, and until they have raised their grades. Students who are on academic probation for multiple quarters may forfeit their status, and a recommendation may be made to have the student placed in an alternate program.

HIGH SCHOOL GRADUATION REQUIREMENTS

A 10 semester-credit course is defined as a class that meets an average minimum of 225 minutes per week for the entire school year. By definition, Core Classes are classes that earn 5 credits per semester. A student who passes a Core Class for both semesters will then have earned 10 semester credits.

By definition, an Elective Class is a class that earns 3 credits per semester or 6 semester credits in a full year.

Livingstone Adventist Academy accepts credit from other accredited schools as granted by the transferring school.

CLASS CHANGES

Students who wish to make a change in their schedule after the third week of the semester must have the approval of the administration as well as parental permission. If a student is failing a class dropped after the third week of school, the class will have a “Withdrew Failing” (WF) recorded on the student’s transcript. No class may be dropped after 8 weeks after the class starts.

CLASS PLACEMENT

Eligibility requirements for initial class membership are as follows:

- FRESHMEN must have satisfactorily completed the 8th grade or equivalent.
- SOPHOMORES must have earned 50 semester credits.
- JUNIORS must have earned 100 semester credits and be enrolled in the 170 semester credits at the close of the school year.
- SENIORS must be enrolled in sufficient coursework to graduate at the close of the school year.

OUTSIDE CREDITS

Students may wish to take outside coursework for additional credits. Outside coursework is any course taken from another source other than Livingstone Adventist Academy while the student is enrolled at Livingstone Adventist Academy or during the summer between semesters of enrollment at Livingstone Adventist Academy. Livingstone Adventist Academy will not grant credit for outside coursework unless administrative approval has been granted. The maximum number of credits of outside coursework accepted is 60 semester credits.

Pre-approved correspondence or online schools that provide acceptable outside credit include: Greenways Academy and Salem-Keizer Online. Other online schools may be approved by administration. The student is responsible to those entities for all fees incurred. All outside credit must be completed and received by Livingstone Adventist Academy by the beginning of a senior's final semester in order for the senior to graduate.

Standard reasons for online or off-campus courses would include: recovery classes, approved acceleration, grade improvement or courses not offered at LAA.

Generally, classes offered at LAA will not be approved through on-line or off-campus programs.

TRANSFER CREDITS

All credits granted by an accredited school will be accepted by Livingstone Adventist Academy. Students transferring from a home school, non-accredited

school, or unapproved correspondence school may be granted credit based on an evaluation of appropriate documentation. These credits, if accepted, will be recorded on a pass/fail basis with no GPA value.

COURSE WAIVERS

Students who have mastery of a subject currently being taught may request a permission form from the administration to take a waiver test. The non-refundable fee for a waiver test is \$25. If the student passes the test, they will receive a “P” grade for the course. Credit will be given for the course, but the grade will not count on the GPA. No more than 20 semester credits earned through waivers may apply toward graduation requirements.

REMEDIAL WORK

Students needing remedial work or lacking necessary credits may be required to take some outside credit to meet graduation requirements. Students are encouraged to complete remedial coursework in the summer. The student is responsible for all fees incurred.

REPEATED COURSEWORK

Most high school elective classes may be repeated for credit. However, a student who repeats a core class will not receive duplicate credit. Both courses will appear on their transcript, but only the higher semester grade will be given credit and count toward their GPA.

HIGH SCHOOL DIPLOMAS

In order to graduate from Livingstone Adventist Academy, all students are expected to earn at least 240 credits by completing the following classes. *While some elective courses may be repeated for additional credit, no course can count for duplicate credit (a computer class cannot count for computer credit and practical art credit simultaneously):*

General Diploma:

Religion*	40 credits	
Language Arts	40 credits	
Mathematics	30 credits	Algebra 1 or higher
Science	30 credits	
Social Studies	30 credits	
Career & Tech Education	10 credits	See CTE Classes for courses offered
Computers	10 credits	
Physical Education	10 credits	
Health Education	10 credits	
Fine Arts	10 credits	See Fine Arts Classes for courses offered
Foreign Language	10 credits	Typically, Spanish 1
Elective Emphasis	10 credits	See Elective Areas of Emphasis
TOTAL CREDITS	240 credits	

**Graduates must complete 5 credits for each semester in attendance at a Seventh-day Adventist high school. For each complete semester a student did not attend a Seventh-day Adventist high school, 5 semester credits of other courses may substitute for 5 semester credits of religion.*

College Preparatory Diploma:

To earn a College Preparatory Diploma, students must meet the following credit and grade requirements, in addition to the requirements for a general diploma:

Foreign Language	10 credits	A second year of the same language
Math	10 credits	At a senior level or higher
Science	10 credits	At a senior level or higher

Students must also have GPA of 3.0 for grades 9th - 12th.

Most students who do not earn a College Preparatory Diploma will still meet minimum entrance requirements at colleges and universities. Make sure to check at your institution of interest for specifics.

ELECTIVE AREAS OF EMPHASIS

In order to graduate, students must earn 10 additional credits in at least one area of emphasis. Most students can complete three or four of these areas of emphasis. Students will be recognized at graduation with lapel pins for each area of emphasis completed. Recognized areas include:

- Foreign Language - typically Spanish 2
- Mathematics - senior-level math, typically pre-calculus
- Science - senior-level, typically physics, anatomy & physiology, and/or marine biology
- Fine Arts - four years of fine arts electives
- Career & Technical Education - 20 credits or more between all CTE classes
- Language Arts
- Physical Education
- Social Studies

Note: The fourth year of math and science does need to be senior-level math or science.

SUGGESTED STUDENT COURSES

9th GRADE	10th GRADE	11th GRADE	12th GRADE
Religion 1	Religion 2	Religion 3	Religion 4
English 1	English 2	English 3	English 4
Algebra 1	Geometry	Algebra 2	Pre-calculus
Physical Science	Biology	Chemistry	Advance Science
Computers	World History	US History	Gov't & Economics
Health & PE	Health & PE	Spanish 1	Spanish 2
Fine Art Elective	Fine Art Elective	Electives	Electives
Practical Art Elective	Practical Art Elective		

FINE ART CLASSES

Examples of Fine Art courses include the following with not all courses offered each year:

LAA Choraleo - In our high school choir, students learn and develop skills in vocal performance, musical leadership, choral ensemble, and sight-reading using solfège. We come together to create a community of singers and build lifelong positive vocal and spiritual habits.

LAA Aurora - The Livingstone Adventist Academy Aurora consists of 12-13 students who each play 3-8 bells. Students read and identify music notation, follow director in dynamics and tempo, use a variety of ringing techniques, and perform music in a variety of styles.

Ossia - Ossia is a smaller select chorus. The name Ossia means "alternative passage which may be played instead of the original passage," which is appropriate to the group's focus--to perform choral music that is different, fresh, and new. Members of Ossia work together to perform music that is largely acapella, which offers a challenge beyond the average singer. All singers in Ossia will also sing in Choraleo. Members learn and develop techniques for microphone and "unplugged" singing. As a choral group that performs regularly, membership in Ossia requires a year-long commitment and a dedication to personal vocal health.

Music Ministry - Music ministry is a class in which you study worship theology and learn how to best implement that theology in order to create a positive atmosphere of worship. In this class you will refine musical skills, grow as a leader, and be pushed to grow in your theology and understanding of worship, specifically in how it relates to music.

Students in the music electives lead worship services at area churches, participate in festivals, and offer two annual concerts, Christmas and Spring. Conveying the message in our music is a major focus of the class, and so attendance and engaged participation are a major part of the student's grade. A highlight of the year is our spring tour (we visit places like Seattle, the Oregon coast, Northern California). As groups that perform regularly, membership requires a year-long commitment.

Drama – This class that explores and develops live performance that includes speaking, acting, and singing to tell a story.

CAREER & TECHNICAL EDUCATION CLASSES

Examples of Career and Technical Education courses include the following with not all courses offered each year:

Yearbook - This course provides students with graphic arts and journalism skills and the ability to apply those skills to the actual production of the yearbook. Skills include teamwork, responsibility, brainstorming, content coverage, reporting, writing, editing, photography, design, graphics, and distribution. *(Yearbook can also be considered a Fine Art class.)*

Gardening - Students will learn and participate in planning, preparing, growing, and maintaining a productive garden.

Robotics - Students will participate in “First Robotics”, which is a nationwide robotics competition. Students will learn how to design, build, and program a robot.

Outdoor Leadership - is a class that looks at how to live an active lifestyle centered around God's second book - nature. In this class, students will learn ways to stay fit and explore various outdoor pursuits such as hiking, backpacking, car camping, orienteering, snow camping, rock climbing/bouldering, and an introduction to racing a triathlon.

Home Economics - Students will acquire knowledge of foods, nutrition, meal planning, safe sanitary habits, laundering, personal basic sewing and personal finance.

Automotive Maintenance - Students will learn through real life experience, basics of automotive maintenance: checking fluids, tire changing, filter/oil replacements, belts, fuses, wiper blades, and battery maintenance.

Intro to Woodworking - Is designed to teach basic woodworking knowledge skills and shop safety. Hands on training will allow students to complete a woods project using portable as well as stationary power tools.

Intro to Design - This course is an introduction to general concepts and problem solving in the design process. Students will have the opportunity to practice their creative abilities through hands on projects.

Pottery – Students learn the basics of working with clay – hand build as well as use of the wheel – glazes, and firing.

Photography – This class covers the basics of design and composition and production of photographs.

TESTING PROGRAMS

MAP Assessments - All Kindergarten-Sophomores are required to take the MAP test in October, February and April. This comprehensive test measures both growth and achievement and covers English language skills, mathematics, and science. This test is administered on-campus during the regular school week. Teachers use these test results to help identify areas in which students may need more attention and teachers review the test results with parents in Fall and Spring Parent/Teacher Conferences. Students graduating 8th grade who have maintained a 90% average in 5th - 8th grades on the spring MAPS test are eligible for scholarship money or if they score above the 75th percentile in reading or math on the MAPS test given in spring of 8th grade.

PSAT Test - The PSAT test, designed as a practice SAT, is used as the National Merit Scholarship Qualifying Test for juniors. A junior who scores well on the PSAT can be eligible for significant college scholarship funds. The PSAT is offered to juniors at no charge. Freshmen and sophomores are also eligible to sign up for the PSAT, but their scores are not official. Freshmen and sophomores taking the test will be charged a testing fee. The PSAT is offered at Livingstone Adventist Academy on a Wednesday in October.

SAT & ACT Tests - All students should take either the SAT or the ACT at least once during their junior or senior year. Many students opt to take both and some choose to take a test more than once. Both tests cover language, writing and mathematical skills and are used by colleges to determine placement and scholarships. The ACT also includes science testing. Each college has different policies, so contact colleges directly to determine which test they prefer for enrollment. Livingstone Adventist Academy offers the SAT and ACT each at least one time per school year. Furthermore, Livingstone Adventist Academy will assist students with test sign up and will provide a pastor's letter for students taking the test at LAA on a Sunday.

STUDENT LEADERSHIP POSITIONS

High School

Livingstone Adventist Academy sponsors a number of organizations which are designed to provide leadership training and to develop the physical, mental, social, and spiritual growth of students. Taking a leadership position can also count toward scholarship applications.

Walla Walla University grants scholarships to applicants who have held academy leadership positions as a junior or senior. All student leaders must exhibit a positive attitude toward the school and model good behavior to retain their office. *Students removed from office are not eligible for associated scholarships.*

ASSOCIATED STUDENTS OF LIVINGSTONE ADVENTIST ACADEMY (ASLAA)

The Associated Students of Livingstone Adventist Academy is made up of 9th - 12th grade students. Leadership positions are elected by students. Officers of the ASLAA then take part in planning and leading out in social events, religious programs and outreach, and sports activities that will make the school a better place for everyone. Officers are elected at the end of the previous year for full-year terms. The ASLAA officer positions and duties are:

- **President** - responsible for facilitating all ASLAA functions, planning ASLAA participation on Visitation Day, organizing ASLAA activities for the Rosario retreat
- **Social Vice President** - responsible for planning ASLAA banquets and parties, spirit days, and special events
- **Spiritual Vice President** - responsible for planning chapel programs once a month, youth churches, agape feasts/vespers, and student-led week of prayer
- **Sports Coordinator** - responsible for organizing gym nights, friendship games, intramurals, and track and field days
- **Secretary/Treasurer** - responsible for taking meeting minutes, coordinating calendars with administration, giving ASLAA reports at assemblies, tracking ASLAA funds, and a maintaining chapel

bulletin board

- **Student Council President** - Responsible for leading student council in discussions relating to handbook issues and other student concerns and reporting to the ASLAA

HIGH SCHOOL OFFICER LIMITS

Each office has been assigned a point value according to the nature of the position and the time it entails. Students are allowed to hold offices up to 4 points. The point values are as follows:

- 4 points ASLAA President, Senior Class President, Yearbook Editor
- 3 points ASLAA & Senior Vice Presidents, Junior Class President
- 2 points Yearbook Assistant Editor, Junior Class Vice President
- 1 point All other offices for ASLAA, Juniors, and Seniors

HIGH SCHOOL OFFICER QUALIFICATIONS

For elections at the close of the school year, all candidates for office must have no current semester grades below 70% in order to run for office. For elections at the beginning of the school year, all candidates for office must have had no previous semester (quarter for 8th grade) grades below 70% in order to run office. Officers who receive any semester grade below 70% will be removed from office and a new election will be held to replace them. No student may run for a vacant office if they have any current grade below 70%. Candidates must be enrolled as full-time students.

HIGH SCHOOL CLASS OFFICERS

Class officers are elected by each class in 9th - 12th grades to carry on the business and activities of the class. Class officers are elected early in the school year. Class officers are:

* President

* Secretary/Treasurer

- * Social Vice President
- * Pastor
- * Historian
- * Student Council Representative

HIGH SCHOOL STUDENT COUNCIL

The High School Council is a committee of students (and the principal) designed to deal with policies that the student body would like addressed. The Student Council then takes its recommendations to the faculty. Each class elects one representative, apart from the Student Council President, early in the school year.

No ASLAA, Student Council, or Class Meeting has official standing without the presence of at least one officially appointed sponsor.

OUTREACH & EXTRA-CURRICULAR OPPORTUNITIES

BIBLE STUDIES

While Biblical teaching is infused throughout the curriculum as well as in Bible classes, Livingstone Adventist Academy encourages students, who would like to affirm their commitment to Christ through baptism, to join a Bible study class on campus led by one of our pastors or staff members.

HOME AND SCHOOL

Home and School is a parent-led organization to help unite the home, the school, and church in providing a Christian education for our children. It is open to parents and church members. This is a great opportunity to support the school and provide opportunities to share your talents. Anyone is welcome to attend our monthly meetings. Contact our Home and School Leader (homeandschool@laaonline.org) or the school office for more information.

LIVINGSTONE EXPRESS

The *Livingstone Express* is a newsletter which keeps parents and students

informed regarding school events. The *Livingstone Express* is emailed every week on Wednesday to all parents and students.

OUTREACH OPPORTUNITIES

One of the goals of Livingstone Adventist Academy is to prepare students for a life of service to others. An active service program is an important tool to achieve this goal. Students at Livingstone Adventist Academy are regularly involved in a variety of service and outreach projects including: week of prayer, service days, and other community service projects. Seniors incorporate mission service as part of their Senior Class Trip.

Livingstone Adventist Academy

Sports Plan

Rationale: Athletics complements the greater mission of Livingstone Adventist Academy. Lessons of commitment, teamwork, tenacity, perseverance, and overcoming adversity can be learned through sports. Our Athletics programs offer opportunity to strengthen the larger community of Livingstone as parents and community members come out to show their support to our students. Enthusiastic participation from parents and community is important as we honor God through positive athletics.

This school plan contains the philosophies, policies and guidelines which govern Livingstone Adventist Academy's sports program, as well as some of the important rules and regulations required by Livingstone and governing leagues. Although it is considered comprehensive, there will invariably be situations that are not outlined in this plan. Having a common understanding of the rules and regulations that govern athletics will assist in significantly reducing concerns.

We ask that you read this handbook thoroughly with your student athlete (s).

I. Mission:

The mission of Livingstone Adventist Academy is to inspire its students to know God, seek wisdom and to serve others. LAA's athletics program helps to fulfill the mission of the school by teaching a Christian way of life expressed through participation in Christ-centered activities that promote the development of the whole person physically, mentally, spiritually, emotionally, and socially.

II. Values:

The primary goal of athletics at Livingstone Adventist Academy is to provide a program that develops a Christ-like character in all student athletes, encourages physical activity and fitness, builds individual and teamwork skills, develops commitment and perseverance, promotes school pride, and provides

opportunities for positive witness in the community.

Sports Offered

Middle School:

Coed Soccer
Girls Basketball
Boys Basketball
Girls Volleyball

High School:

Coed Soccer
Girls Basketball
Boys Basketball.
Girls Volleyball

For Middle School athletic activities, the primary goal is to teach game fundamentals, teamwork, sportsmanship, the concept of commitment, respect for authority, and most importantly, development of the athlete spiritually. The Middle School level attempts to refine the basic concepts learned to participate, with greater emphasis on teamwork, skill improvement, and a greater depth of spiritual growth.

At the High School level, the sports program requires an increased level of commitment from each individual athlete. Many biblical principles, character qualities, and life lessons can be learned through participation at this level. Coaching demands at the High School level are at a higher level and it requires dedication by the athlete and support of parents for the athlete's success.

III. Operations:

A. Leadership.

The key to a successful athletic program is Christ-centered, competent leadership. LAA's Athletic Director and coaches must help our school, players, and spectators learn that sports are activities where we maintain our Christian values.

Livingstone participates in the CASCO 1A League of the Oregon State Athletic Association (OSAA) and therefore abides by the standards set forth by this organization. LAA's Athletic Director maintains current trainings and ensures Livingstone's compliance with OSAA rules and regulations.

We recognize that each athletic program should have a clearly established chain of command. Our administrative structure is:

- a. School Principal: The principal is responsible to see that all policies are being enforced and followed throughout the year. The principal reviews and reports on the Sports program to the School Board.
- b. Athletic Director (AD): the person responsible for the day-to-day operations of the Interschool Sports Program, and provides proactive leadership to fulfill the mission and values of the program. The Athletic Director provides oversight and guidance for the Interschool Sports Program, ensures LAA's sports program is in compliance with local OSAA rules, is responsible to register participants for the annual WWU tournaments, collaborates with coaches in scheduling any make-up games, collaborates with coaches to provide season game schedules to participating student athletes and their families and is there to assist coaches in making travel arrangements to and from games. The AD also is responsible for reporting back to the principal any significant issues which may need the principal's intervention.

The following requirements apply for the AD position:

- Attends required OSAA/CASCO League meetings/trainings
 - Complete Coaching Distinctively Adventist Sports training
 - Completes Safe Schools CPR, First Aid, and Concussion Awareness training
- c. School Board Chair: ensures the principal opportunity to report any issues for LAA's sports program, if need be, to the School Board through regularly scheduled Principal reports.

B. Infrastructure

- a. Equipment - All student athletes should protect and take care of the LAA facilities used for practices and games. Equipment and trash should not be left on the field or in gyms after practices and games. Lost or intentionally damaged equipment will be charged to the

athlete. All equipment must be clean and returned to the coach, Athletic Director or school office within one week after the last game of the season.

- b. LAA will provide safe, clean, hospitable facilities for all home sports events.
- c. Travel arrangements for athletic teams to and from games is the responsibility of the coaches in collaboration with the Athletic Director. When busing has been arranged, team members are strongly encouraged to travel with the team. Anyone not associated with the team should not travel with the team on the bus. All athletes not traveling in their parent's vehicle will travel in designated vehicles where the drivers have received prior approval from Oregon Conference Risk Management department by completing a school volunteer form, have provided the school office proof of a current driver's license and have provided proof of adequate insurance coverage. Any approved driver must be 21 years of age or older to transport student athletes and meet the described criteria set above.

On rare occasions student athletes have been granted written approval to drive themselves to an away game. Only students that live in the area that the away game is being played may take their own car. Any student wishing to drive themselves to an away game must complete an Alternative Transportation Waiver Form (kept in the school office). Drivers younger than 21 years of age cannot transport other athletes unless they are a sibling. This form requires parent signature and approval from the School Principal and coach. Students must notify their coach or Athletic Director at least 24 hours prior to the event should they wish to drive themselves.

Any approved vehicle transporting team members must have enough seat belts to accommodate all passengers. Passengers/drivers being transported in school vehicles shall use the seat belts if provided.

Everyone must remain seated while the vehicle is moving.

Boarding the bus while at visiting schools and restaurants will be done together and with a coach or appointed adult supervision. All team members should arrive and depart all athletic events together unless directed otherwise by the coach.

While at a game but not participating, all student athletes will stay with the coach or an adult who is appointed to supervise.

Required Oregon conference supervision ratios, (1 staff member to 10 students) must be maintained when transporting students on the bus.

Any behavior such as yelling, screaming, horseplay, etc., which could significantly distract or impair a driver's ability to focus on driving or could cause a dangerous situation to occur, is not allowed.

Music, iPod, or other electronic devices are not to be used on the bus unless permission has been granted by the traveling supervisor/coach and sounds are played through earbuds/headphones. All music and content viewed must be age appropriate and considered appropriate for such a school sponsored function. At the discretion of the driver, chaperone or supervisor, any or all electronic devices, music or content may be prohibited from being played on the bus and/or during any particular athletic event or travel.

- d. Sabbath hours should be free of any sports program demands or sports travel.
- e. All student athletes must complete the school consent form for participation in the specific sport they are participating in (school office or coach). Each student must complete an eligibility check form signed by LAA's Business Manager indicating that the athletic fee has been paid prior to any practice or play. During the sports season, the School Registrar shall provide weekly ineligibility reports to the AD. If any athlete receives less than a 73% average in any class, classwork must be brought up to at least 73% and have the specific teacher of that class sign off on that grade before they are allowed participation in any practices or

games. Middle school teacher(s) will provide weekly ineligibility reports to the AD and sign off when a student has reached eligibility.

- f. All participating athletes must complete a Parental Consent and Release Form and turned into the Coach, AD or School Office prior to participating in any practices or games. These forms must go with the team when traveling to an away game or WWU tournament. The forms must be kept with the driver that the student is traveling with in case of an emergency. Coaches must also have a copy of these forms during all games.
- g. All students at Livingstone Adventist Academy who are deemed eligible to play are invited to participate in an open tryout. All coaches must post notices of date, time, and place of such tryouts.
- h. In order to ensure that LAA provides a welcoming environment for our visitors, all sports banners/posters must receive prior administrative approval before posting.

C. Team Principles.

- a. Should a large number of students try out for a given team, difficult decisions of who will be on the team roster will be made based on student's individual sports skills, attitude, commitment, and willingness to be a team player. Team size is determined by LAA's AD and may be based on number of available uniforms.
- b. On teams with multiple grade levels trying out, when all factors of skill level are equal, coaches will give preference to upper classman to fill the team. However, selection of players for the team, will be based on skills/talent/work ethic and not according to what year they are in school.
- c. As a general rule, 6th-8th graders are considered candidates for our middle school sports. On a rare occasion, there may be too few middle school students to field a full team. In those rare occurrences, middle school sports can then include 5th grade students.

- d. While coaches are encouraged to give as much opportunity for all players to play, whatever LAA does, we strive to do well. Therefore, students that are consistently late or miss practice will have reduced playing time compared to those that are punctual and attend practice regularly.
- e. Playing time will be determined by coaches. They will make these difficult decisions weighing a number of factors. Generally, the most competitive, skilled team members will play the major portion of contests; however, teams cannot be successful without committed substitutes. As with starters these athletes must work as hard as they can to help make their respective teams as competitive as possible, and be ready at all times to step forward to compete. They must also demonstrate the perseverance and commitment to strive to advance to a starting role. All eligible players should be given the opportunity to play a portion of every game.
- f. When considering practice time for sports, maintaining balance between school, family and sports is important. Team practices should not exceed 6 hours per week once season games have begun and up to 8 hours pre-season. In some rare situations practices may need to be held on a Sunday. However, practices should not typically be scheduled on a Sunday or Saturday after sundown.
- g. Players may give up their spot on the team roster up until the end of the first week of practices without penalty and can receive full compensation for all athletic fees paid for that sport. No student will be eligible for reimbursed fees following the first week of practices.
- h. All uniforms are due to be returned clean and in good condition (normal wear and tear accepted) to the coach, AD or school office the following week of the last game. Failure to do so could result in a \$25 charge per week, not to exceed \$50.
- i. If a player misses 2 weeks or more due to ineligibility, that student will be ineligible to play in their first game back.

- j. If a player remains ineligible for 3 concurrent weeks or more, this will result in that student being dropped from the team.

D. Coaches.

Our coaches have an incredible opportunity to impact our students' lives. Therefore, we have the following standards for our coaches:

a. Qualifications:

- i. Have completed the "Coaching Distinctively Adventist Sports" on-line course.
- ii. Have skills/experience and are knowledgeable in the sport they are coaching.
- iii. Have completed SafeSchools CPR, First aid and Concussion Awareness training.
- iv. SafeSchools mandatory child abuse reporting training is strongly encouraged.
- v. Remain current in all OSAA required concussion, heat, student substance use and child abuse trainings.

b. Attributes:

- i. Consistently represent the mission and values of our school
- ii. Have a passion for students
- iii. Proactively and consistently embody the values and attributes provided in the "Coaching Distinctively Adventist Sports" on-line course
- iv. Will not coach or travel alone with a student.
- v. As a representative of LAA, coaches will not display/promote any personal or political beliefs/agenda's during coaching that may shed a negative light on LAA (i.e. such as remaining seated during the national anthem, etc.).

a. Responsibilities:

- i. Selects a team roster at tryouts,
- ii. In conjunction with the Athletic Director shall establish practice schedules for each sport.
- iii. Ensures the quality of each practice.
- iv. Assures that a medical kit and team book with LAA medical consent forms for each player is available at all training sessions and games.
- v. Ensures collection of player fees.
- vi. Provides a fun and relaxed atmosphere conducive to developing player esteem, character, social skills, physical skills, school pride and respect for others.
- vii. The coaches shall make every effort to conduct the sports program in such manner as to give full and active support to the educational and character aims of Livingstone Adventist Academy.
- viii. The coaches shall have thorough knowledge of the academic rules and standards of Livingstone Adventist Academy and give support through holding students accountable should students class average dip below 73%
- ix. All coaches shall conduct their sports programs in such a manner as to assure that the major emphasis is placed on building character, sound health practices, and broad educational aims. These attributes are for those who participate in athletics, as well as those who are fans.
- x. Coaches must understand that their actions and behaviors will be a role model to the students they coach. They also are seen by the community as representing LAA therefore, each coach will always
 - i. strives to live up to and have their athletes live up to LAA's philosophy of athletics.
 - ii. Make travel arrangements in collaboration with the AD.

iii. Make sure that all eligible players play a portion of every game.

E. Players Code of Ethics.

- a. Being an LAA student who participates in the sports program is a student's choice and thereby a privilege. Student-athletes shall conduct themselves in a way that brings positive recognition to God, Livingstone Adventist Academy, their team, their sport and themselves. An LAA student-athlete reflects the mission and identity of the school, no matter where he/she is. Student-athletes are expected to behave at all times with consideration for others in thoughts, word, and deed and student-athletes must abide by the school's stated rules and any others stipulated by athletic department staff members.
- b. In order for students to be eligible to participate in sports, each year, students must be on-track per their grade level to graduate.
- c. All student athletes should be ready to accept numerous challenges in their pursuit of Christ-likeness, a few of which are: humility, selflessness, leadership, diligence, faithfulness, commitment to integrity, and joy in playing with excellence. These are certainly worthy commitments for participants in LAA's athletics to pursue and try to attain that high goal of "taking every thought captive to the obedience of Christ" (2 Corinthians 10:5).
- d. All student athletes are expected to be punctual and prepared for all games and practices, to have a dedication to their team and teammates, to maintain their ongoing responsibility to academic excellence, to have respect for and responsiveness to their coaches, and to maintain Christ-like sportsmanship in all circumstances. Any students not punctual may run the risk of reduction or loss of playing time.
- e. Students who are absent from school due to illness, or skip class periods, are not eligible to play in a game that day.
- f. A student athlete who receives less than 73% average in any class will be unable to practice or participate in practices or games with the team until that grade is cleared in writing by that specific

teacher.

- g. Student athletes are expected to be examples of good conduct to other students. In that regard, if a student athlete receives a suspension from school on a game day, they will not be allowed on campus or allowed to participate in that game or practice until their suspension has ended.

The use of profanity, taunting, or verbal abuse towards officials or others will not be tolerated. The use of profanity on or off the field will result in a five school-day suspension from the team and at least one game missed. Repeated actions will result in further athletic suspension/probation.

- f. Fighting during athletic events will result in at least a five school-day suspension from game play. More severe discipline action may be enacted depending upon the circumstances. A second occurrence will automatically suspend the player for the remaining season and will be placed on athletic probation for the next sports season.

- g. If any LAA player is ejected from any contest, he/she will not be allowed to participate in the next scheduled contest but may sit on the bench. If the same player is ejected a second time from any contest, he/she will not be allowed to participate in the next two scheduled contests but may sit on the bench. If the same player is ejected from any contest a third time, he/she will not be able to participate in or attend any athletic event until the beginning of the next school year.

- h. Athletes are to be good representatives of Christ and Livingstone Adventist Academy on road trips. Failure to do so may result in suspension or dismissal from the team.

- i. Livingstone Adventist Academy does not condone and will not tolerate “hazing” or “initiations” of athletes. Any such actions will result in suspension and/or dismissal from the athletic team.

- j. Student Athletes that participate in the sports program by doing so also agree to provide volunteer coaching to help LAA’s Lions Cub Skills Camp in the spring time.

- k. To demonstrate team community/pride and stay true to LAA tradition, student athletes are expected to dress up on game days.

F. Spectators and Sportsmanship.

Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God. 1 Corinthians 10:31

- a. During home contests, we serve as hosts to the visiting team, its students and spectators. They are our guests, and they should be treated accordingly. At away contests, we are expected to act as invited guests. We will treat the home school's personnel and facilities with care and respect.
- b. As participants and spectators, we want to cheer for our team, not against the opponent, being modest in victory and gracious in defeat. Additionally, we will regard the rules of the game as an agreement, the spirit and letter of which we should not break. Players play the game; coaches coach the game. No official has ever "lost" a game for a team. Much like we do not readily credit an official for a win, we will not blame an official for a loss. Officials will be treated with respect and we will accept absolutely and without quarrel the final decision of any official.
- c. Our LAA community should be free from any misconduct such as the use of profane words, or verbal or physical harassments towards others including referees, players and coaches. Any violation of this expectation could result in dismissal from the event or further disciplinary action from the school.
- d. Promoting and encouraging good sportsmanship by coaches, athletes, fans, and parents is very important to Livingstone Adventist Academy. We believe that, as a Christ-centered school, we must hold ourselves to the highest level of sportsmanship and behavior on and off the playing field. The school's administration, athletic director, and coaching staff are committed to fostering an environment of enthusiasm and school spirit consistent with the high standards of sportsmanship and respect for opposing teams and game officials.

Livingstone Adventist Academy Athletes:

- Play hard within the rules of the game.
- Win with humility, lose graciously, and congratulate opposing coaches and players.
- Respect officials and respect their decisions.
- Remember that you represent your school, coaches, family, as well as your heavenly father.
- Remain positive towards coaches and teammates.
- Respect the property and facilities used by LAA and their opponents.

Livingstone Adventist Academy Coaches:

- Serve as a positive role model for players.
- Inspire in players a love for the game and a desire to win.
- Show restraint and respect when dealing with officials and opposing coaches.
- Reinforce respect and good sportsmanship in practice and game situations and hold their players accountable for unsportsmanlike behavior.

EXAMPLES OF SPORTSMANSHIP BEFITTING CHRISTIANS:

A. Applause or cheering is appropriate when:

- a. Your team is getting a rebound.
- b. Your team is stealing the ball from the opposition.
- c. Your team is intercepting a pass.
- d. Your team is picking up a loose ball.

- e. Your team gains the tip on a jump ball.
 - f. Your team receives the ball after being lost out of bounds by the other team.
 - g. Your team receives the ball as a result of a rules violation by the other team.
 - h. Your team scores.
 - i. Your player makes an outstanding pass to set a teammate up for a score.
 - j. By an outstanding pass, dribbling or some other means, a player averts the loss of the ball to the other team.
 - k. Your team blocks an opponent's shot.
- B. The failure of any player should not be ridiculed.
- C. At certain times, noise is inappropriate when:
- a. An official makes a call with which you disagree.
 - b. A player is on the free-throw line.
 - c. The opponent's coach stands to his feet to instruct his team.
 - d. Booing or heckling is discourteous and unsportsmanlike and will not be tolerated.
- D. While in the gymnasium keep comments positive – remembering that you are sitting among parents some of which are from other schools. For the same reasons, avoid comparing aloud the skills or attitude of a player.

Let no man despise thy youth; but be thou an example of the believers in word, in conversation, in charity, in spirit, in faith, in purity. -- I Timothy 4:12

Set a watch, O Lord, before my mouth; keep the door of my lips. -- Psalms 141:3

IV. Budget:

- A. LAA's athletic budget comes solely from sports fees.
- A. We welcome donations to our sports program by making donations payable to Livingstone Adventist Athletics or Sports Program.

V. Athletic Eligibility:

- A. Based on OSAA requirements, in order for students to be eligible to try-out/participate in the sports program, students must have received at least a passing grade of D or higher in all last quarter grades for middle school or last semester for high school.
- B. All Student-athletes must not be on academic probation (Academic Probation is defined as receiving less than 70% average in any class).
- C. LAA's Registrar will have final determination of academic eligibility to participate in the sports program for high school. Middle school teacher(s) will make that determination for middle school students.
- D. Any student athlete that receives a grade of less than 70% is automatically placed on athletic probation and may not participate in practices, games or dress down with the team until classwork is brought above 70% and written evidence to that fact from that specific teacher has been turned in to the coach. Students on academic probation will be required to attend after/before-school study hall for a minimum of two weeks, and until they have raised their grades. Any Student who is on probation will be removed from the team if they remain ineligible after 3 bi-weekly grade checks.
- E. A student athlete must abide by the following guidelines if placed on an athletic or academic probation.
 - a. A student athlete on probation or suspension cannot practice, travel, or dress out for a game with the team while on probation. These guidelines also apply to managers, statisticians, and scorekeepers.
 - b. Any violation of the probation or suspension guidelines may result in

dismissal or suspension from the team.

- F. All students participating in OSAA sponsored sports must abide by OSAA rules/regulations. OSAA rules require that Livingstone High School students must be enrolled in and attending at least 5 separate classes in order to participate in OSAA sports and have passed at least 5 of their last semester classes (LAA policy states they must have passed all classes in their last semester).

VI. Stakeholders:

- A. School Board
- B. Principal
- C. Faculty
- D. Athletic Director
- E. Students
- F. Coaches
- G. Parents
- H. Constituents
- I. Conference Office of Education
- J. Community
- K. Officials/Referees
- L. League/Sports Conference

VII. Special Sports Award Ceremony:

- A. The annual Athletic Awards ceremony is to provide opportunity for recognition to our middle and high school athletes that have shown the greatest commitment to the goals of LAA's athletic program. An evening will be set aside annually to recognize these accomplishments. It is a special time when coaches summarize the spiritual and athletic

growth of their teams and audience members are able to witness the victories God has performed through competition at LAA. Friends, relatives, and anyone with an interest in LAA athletics are encouraged to attend this ceremony.

- B. Only athletes who finish the season on the team roster will be recognized at this awards ceremony.
- C. An athlete who is placed on academic or behavioral probation at any point during the season will not be eligible for an individual award in that sport.
- D. Sports awards will be presented at this ceremony: These awards represent the highest honor an athlete can receive. These awards are determined by a committee of coaches, administrator (s), and athletic director. All aspects of an athlete's conduct, attitude, and ability are used to determine which athlete should receive these awards. The following awards will be presented at the Sports Award Ceremony:
 - a. **Christian Leadership Award:** will be given to the athlete male and female who best exemplifies Christ-likeness both on and off the field.
 - b. **Academic All Stars Award:** will be given to Juniors, Seniors and 7th & 8th graders who have maintained a 3.5 GPA.
 - c. **Varsity Team awards** will be presented by the head Varsity coach for each sports team. Team awards are: Most Valuable Offensive Player, Most Valuable Defensive Player and Most Improved. Player
 - d. **JV & Middle School awards** will be presented by the JV & Middle School head coach.

VIII. Assessment Process: Our assessment process for the athletic program is based on the philosophy and mission statement of the program, and include annual evaluations.

- A. LAA's Athletic Director will lead out in our annual evaluation of the

program. The evaluation will include summarizing the strengths and weaknesses of each aspect of the program including the coaching staff, hospitality teams, students, and budget. The Athletic Director will report these findings first, to the school faculty and administration; and second, to the School Board.

- B. Our Principal to whom the athletic director reports, will conduct an annual evaluation of the Athletic Director.
- C. Our Athletic Director using written surveys from players and observational data will evaluate head coaches.
- D. Our Coaches will evaluate players throughout the season and provide them with a post-season interview that may include their contributions to the team, their strengths, and their weaknesses.
- E. LAA's AD, and Principal will evaluate our entire sports program to ensure that it is maintaining a healthy balance among academics, spiritual, family, recreation, and athletics.

IX. Conflict Resolution:

- A. Athletic involvement can be highly emotional and issues about playing time, team selection, honors and awards can arise. It is very important that these issues be addressed as soon as possible, and as directly as possible, so that they can be resolved promptly. The following model will be used when a problem arises:
 - a. Step One: Personal Contact between Student & Coach is the general rule. The issue should be presented as soon as possible to the coach by the individual student-athlete.
 - b. Step Two: Personal Contact with Parent, Coach, & Student. When taking this step please use the following protocol: Wait 24 hours after a triggering event to calmly and respectfully email or phone the coach asking for a time to talk with the coach. Consider before or after practices to accomplish this.

This meeting should happen with your child present.

Try to deal with a conflict within 2-3 days from the triggering event. Keep in mind that this concept does not apply to abusive situations. All concerns of alleged abuse must be presented whenever they come to light.

c. Step Three: Personal Contact with Coach, Student, Parent & Athletic Director

If a satisfactory resolution is not reached through direct contact with the coach, the student, and/or parent(s) should contact the Athletic Director. As a courtesy, the coach should be informed that this contact is being made. It is very important for all student-athletes and their parent(s) to know that any comments, concerns, or issues raised to the athletic director will be addressed with the coach. Issues concerning coaching personnel may or may not be communicated to others.

d. Step Four: Student-Athlete – Administration Contact

If there is not a satisfactory resolution, the student-athlete and/or parent(s) should contact the School Principal. As a courtesy, the Athletic Director should be informed that this contact is being made. There is no guarantee that all parties will agree with all resolutions or findings, however, a respectful discussion can lead to more productive relationships and clearer understandings in the future.

X. Record Keeping:

- A. Our Athletic Director will maintain records of all coaches' completion certificates for the Coaching Distinctively Adventist Sports course, relevant certifications, and any other relevant support documents of our coaches' professional development.
- B. These records will be maintained to provide the Adventist Accrediting Association's visiting team.
- C. Our Team Manager will also maintain performance records for all sports teams. These records will include information such as teams'

wins/losses per season, student individual season and career records, and other records deemed relevant for our school.

XI. Miscellaneous:

- A. When LAA is closed due to inclement weather, there generally will be no practices or games that day unless there is special clearance from the principal. The School Principal has the final decision on whether a contest should be cancelled or postponed due to inclement weather. At no time should LAA allow practice or games to be held if weather or field conditions create a danger to students.
- B. Proper shoes must be worn on all gym floors. No street shoes, cleats, or other non-athletic shoes are allowed.
- C. As part of LAA's partnership with parents, the athletic department requests involvement and participation by parents of student athletes in the overall function of the athletic program. Because of continual yearly budget constraints and limited athletic department manpower, there are activities that need parent support and volunteer time in order for our programs to function properly.
- D. Concession volunteers are responsible for the selling of concessions at all home sporting events. Student athletes and parents may be asked to volunteer to work the concession booth for home games on specifically assigned dates. Again, all efforts will be made so that no parent works during their student's game.
- E. Sports Physicals – In order for students to participate in the LAA Sports program, each student athlete must obtain a physical exam, performed and signed by an approved practitioner (physician possessing an unrestricted license to practice medicine, licensed Naturopathic Physician, licensed Physician Assistant, certified Nurse Practitioner, licensed Chiropractic Physician who has clinical training and experience in detecting cardiopulmonary diseases and defects). Students may not compete or practice in any sport unless a current physical is on file. The Physical Medical Examination form must be signed and turned into the school office. The school office shall

maintain these files. (Appendix A)

- F. Parental Consent Form – Each athlete must have a parental consent form signed by parents and on file at LAA. Blank forms may also be obtained from the School Office. (Appendix B)
- G. Concussion Release Form – Every athlete and their parent/guardian must read and sign the AHSAA Concussion Release Form. A copy must be on file in the school office. (Appendix C)
- H. Fundraising for LAA Sports Programs raises funds through our Sports Program, funds are also generated through concessions and entrance fees at games, and from individual gifts. Student Athletes may be asked to participate in individual team fundraising activities. All fundraiser requests should be submitted to the Athletic Director. Any funds raised outside the budget should be used to provide enhancements to our team sports programs such as new equipment, technology, and supplies.

Appendix A

We live in a dynamic and ever-changing world with various cultural, social, and fashion trends, that can create ambiguity when it comes to subjective language such as “in harmony with, modesty, reflects the mission or philosophy of, in alignment with who you are, etc. Therefore, we recognize the need to define terms such to provide clarity of intent of policies such as dress codes. In regard to the wearing of jewelry while at school, it is understood in general that jewelry poses notable safety and possible health issues in many venues and programs an educational environment has. Examples of such areas are listed in the dress code policy. Overall, choices in clothing and jewelry should be made that would be considered part of a professional ensemble such as what an employee would wear while at work in a bank, law firm, medical facility, and the like. Many may decide it is simplest to not wear jewelry while at school, however, if a student chooses to wear jewelry at school or school events, the following guidelines are required to be adhered to. All jewelry choices must align with the dress code policy. No more than two earrings per ear are to be worn. Earrings may not fall below or extend beyond the earlobe. Gages or other such body-modification jewelry is not allowed. A ring and/or bracelet and/or necklace may be worn on fingers, wrists, or neck. Jewelry on any other part of the body (e.g. feet/ankles, nose, lip, navel) is not allowed. In areas of disagreement, the Administration reserves the right to render a final decision.

Appendix B

There is no clear statement of dress stated by the official world church agencies. This is due to the many cultural differences around the world. What is common throughout the institutions is the expectation of clean, in good repair, not revealing or provocative, and relevant to the activity. Local culture will determine what these subjective expectations are. Andrews university, where the vast majority of Seventh-day Adventist pastors are trained, puts it in this way:

- Modesty – Appropriately covering the body, avoiding styles that are revealing or suggestive.
- Simplicity – Accentuating God-given grace and natural beauty rather than the ostentation encouraged by the fashion industry.
- Appropriateness – Wearing clothing that is clean, neat and suitable to occasion, activity and place.

OUR CORE VALUES

My child, listen to what I say, and treasure my
commands.

Tune your ears to wisdom, and concentrate on
understanding.

Cry out for insight, and ask for understanding.
Search for them as you would for silver; seek them
like hidden treasures.

Then you will understand what it means to fear
the Lord, and you will gain knowledge of God.

For the Lord grants wisdom! From his mouth
comes knowledge and understanding.

He grants a treasure of common sense to the
honest.

He is a shield to those who walk with integrity.
He guards the paths of the just and protects those
who are faithful to him.

Then you will understand what is right, just, and
fair, and you will find the right way to go.

For wisdom will enter your heart, and knowledge
will fill you with joy.

Wise choices will watch over you.

Understanding will keep you safe.

Proverbs 21:11 (NLT)