MESA GRANDE ACADEMY

Student Handbook

2026-2027

Welcome to Mesa Grande Academy (MGA). We are a TK-12 Seventh-day Adventist Christian School, WASC accredited, and a member of the world-wide Seventh-day Adventist educational system.

Student Learning Objectives (SISRs)

Mesa Grande Academy Graduates will be:

Spiritual Seekers who…

- Grow in their relationship with Jesus Christ and His people
- Recognize and utilize their God-given talents in their life choices
- Demonstrate a knowledge of Biblical principles and the mission of the SDA church

Inquiring Scholars who…

- Use resources and develop study skills necessary for success in life
- Think critically, communicate effectively, and demonstrate competency in all subject areas
- Develop the skills and curiosity to continue learning outside their classroom

Skilled Communicators who…

- Listen effectively and work cooperatively as leaders and team members
- Express themselves in language, visual, and performing arts
- Treat others and their ideas with respect, compassion, and understanding

Responsible Citizens who…

- Serve their local and global communities
- Understand the benefits of living a healthy, balanced lifestyle
- Exhibit self-discipline and a Christ-like character

Mission Statement

Mesa Grande Academy will train its students to make the most of their God-given potential and develop a commitment to God's excellence by becoming spiritual seekers, inquiring scholars, skilled communicators, and responsible citizens.

WASC Accreditation

Mesa Grande Academy is fully accredited for grade levels TK-12 through the Western Association of Schools and Colleges (WASC). WASC accreditation is an ongoing effort to improve the instructional program at Mesa Grande Academy. There is a functioning WASC Accreditation Committee that meets regularly at the school to determine the progress on the Action Plans from the previous visit and to plan for the next WASC accreditation visit which is usually every six years.

History and Location

Seventh-day Adventist Christian education began in the Yucaipa Valley in 1928, when the first school was held at the home of the teacher, Mrs. Chestnut, with two pupils. From 1931 to 1948 the school operated in various locations until the Third Street School was opened in the fall of 1948. In 1974 the school was moved to its present location on Fremont Street in Calimesa, and was named Mesa Grande SDA Junior Academy. During the 1989-1990 school year, the eleventh grade was added and the name officially changed to Mesa Grande Academy. The first senior class graduated in 1991.

Mesa Grande Academy is a college-preparatory, parochial TK-12 educational facility that is fully-accredited through the Western Association of Schools and Colleges (WASC). MGA is organized into three sections: Elementary (grades TK-6), Junior High (grades 7-8), and High School (grades 9-12).

Organization and Governance

Mesa Grande Academy is governed by a Board of Directors whose members are appointed by Seventh-day Adventist churches in the Calimesa/Yucaipa area which, along with the Southeastern California Conference of Seventh-day Adventists, give financial support to the school. They are:

Arden Hills SDA
Banning SDA
Beaumont SDA
Calimesa SDA
Forest Falls SDA
Hemet Spanish SDA
Loma Linda Romanian SDA
Yucaipa SDA
Yucaipa Valley Spanish SDA

The board chairperson and vice chairperson are elected bi-annually by the board. The Principal of the school serves as the secretary to the board. In addition to the church representatives, the following individuals serve as ex officio members.

Message to Students and Parents

This handbook is developed and revised by the administration and faculty and approved by the school board yearly. The school administration and faculty reserve the right to make changes in and interpretations of school regulations at any time. Any regulation adopted during the year and announced to students and parents has the same effect as those published in the handbook.

MGA students and parents acknowledge, accept and agree to abide by the regulations and policies of Mesa Grande Academy and to conduct themselves in accordance with the guidelines and standards set forth in this handbook. Students are expected to be responsible for their behavior and prepared to accept the consequences for their decisions.

This handbook will provide you critical information for this coming school year. We invite you to read it carefully to ensure all can have a successful school experience here at Mesa Grande Academy.

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GENERAL POLICIES

By signing the enrollment contract, each student and parent has agreed to uphold and abide by the guidelines and policies set forth in this handbook.

CODE OF CONDUCT

INTRODUCTORY STATEMENT

Mesa Grande Academy has a purpose different from that of a public school. Its purpose is to lead students to Christ, assist them in developing a Christ-like character, and prepare them for eternal life in the world to come. Behavior that distracts other members of the school community from pursuing this purpose will result in an appropriate response from faculty, staff, and school administration. This code of conduct is designed to guide students to make intelligent choices based on eternal principles and to correct behavior that is not in harmony with the standards of the Mesa Grande Academy community.

LIFESTYLE COMMITMENT

Every student who attends MGA is expected to read and sign a *Lifestyle Commitment* form as part of their enrollment process. Mesa Grande Academy exists to provide a Christ-centered environment where students and staff are challenged to:

- Love and serve their Creator Redeemer
- Values themselves and others
- Respect diversity
- Think critically
- Take responsibility for their choices

By attending Mesa Grande Academy, students chose to adopt a Christian lifestyle. Each student agrees to accept the moral and ethical responsibility associated with education in a Christ-centered school, *whether on or off campus.* Mesa Grande Academy knowingly accepts and retains only those students who are willing to make this commitment. It is hoped that adherence to this commitment while you are at Mesa Grande Academy will extend beyond the years spent here to become a lifetime commitment to the eternal principles of honor, integrity and morality.

Students/Parents at Mesa Grande Academy are required to sign the following pledge for acceptance:

"As a student of Mesa Grande Academy, I pledge to support the administration's efforts to provide a positive, safe, and orderly environment by **first**, promising to read, become familiar with, and follow the policies outlined in the MGA Student Handbook, and **second**, by choosing to be a student who both on and off campus:

- Seeks to develop my emotional, mental, physical, and spiritual energies to serve and honor God
- Is trustworthy – shows integrity, honesty, reliability, and loyalty
- Shows respect – follows the Golden Rule; is tolerant, accepting, non-violent, and courteous
- Lives responsibly – pursues excellence, is accountable for my choices, exhibits self-control including abstaining from the use of tobacco, alcohol, or other illicit drugs or substances
- Shows fairness – is just and open-minded
- Is caring – exhibits concern for others and lives charitably
- Seeks to be a good citizen – does my share, respects authority and obeys the law

- Strives to make consistent and successful progress toward achieving my highest academic potential

Student Expectations

The purpose of the student expectations is to provide the student body with a safe and orderly academic and social setting. These regulations should also enable MGA students to grow in their respect for each other, for the MGA faculty, staff, administration, and for the campus environment.

Students will:

1. Respect administration, staff, teachers, fellow students and one's self at all times
2. Attend school daily, being on time to class
3. Give the best academic effort at all times
4. Abide by the MGA rules and regulations
5. Be an active member of the school community
6. Maintain academic honesty and integrity
7. Comply with the MGA dress code
8. Help keep classrooms, school grounds, and other buildings clean and neat
9. Behave responsibly, maintain a sense of humor, be kind and considerate to all members of the MGA community

When students enroll at Mesa Grande Academy, they become representatives of the school and are expected to conduct themselves in ways that honor the school whether on or off campus, at any school-sponsored activity, or during vacations

Parent Expectations

Mesa Grande Academy is committed to student success and recognizes the importance of giving students an opportunity to succeed. All members of the school community are committed to ensuring a physically and emotionally safe environment. A student's success is impacted by the supportive involvement of the student's parents and guardians.

Parents will:

1. Conduct themselves in a courteous manner with students, teachers, administration, and other parents while on campus.
2. Demonstrate support for the school policies and guidelines delineated in this handbook.
3. Foster student cooperation with school norms and culture.

Under normal circumstances a child is not to be deprived of an Adventist education on grounds relating to the attitude of the parent. However, should the point be reached where it is determined that a student's parent or guardian has engaged in inappropriate conduct or demonstrated an uncooperative, destructive, discourteous, scandalous, rumor driven, threatening, hostile, or divisive attitude towards a student, another parent, teacher, administrator, any staff member, or the school in general, the school reserves the right to remove services from the student. The process outlined in the withdrawal/expulsion will be applied.

Opposing views

In official venues and settings, including school activities, social media outlets, and publication, Mesa Grande Academy students and faculty are not to advocate or instigate views or behaviors of

lifestyles that are inconsistent with Biblical teachings; as outlined by the Seventh-day Adventist church.

Public Display Of Affection

Students are expected to maintain high Christian standards in their friendships and social conduct. Students must respect themselves, their peers, their teachers, as well as younger, elementary students, parents and other persons who enter the campus. Public display of affection is not conducive to an academic environment.

Students engaging in excessive physical contact or other activities with sexual overtone, and/or explicit sexual acts will be subject to disciplinary action up to and including dismissal from school.

Marriage/Pregnancy

Marriage and pregnancy among students are considered incompatible with the school program.

ATTENDANCE POLICY

Mesa Grande Academy believes the classroom experience cannot be duplicated. Success in school is directly related to a student's attendance. Students who are absent from class miss a variety of significant learning experiences that could harm them academically and place an unnecessary burden on the teacher and student.

The school strives to be fair and understanding with all students and families regarding absences. The school desires the support and cooperation of students and families in school attendance.

The school schedule for various grades are listed below:

- **Grades K-1**
    - School begins promptly at 8:00 am
    - Mon-Thurs dismissal at 2:45 pm
    - Friday dismissal at 12:00 pm
    - Minimum day dismissal at 12:00 pm
- **Grades 2-3**
    - School begins promptly at 8:00 am
    - Mon-Thurs dismissal at 3:00 pm
    - Friday dismissal at 12:00 pm
    - Minimum day dismissal at 12:00 pm
- **Grades 4-6**
    - School begins promptly at 8:00 am
    - Mon-Thurs dismissal at 3:15 pm
    - Friday dismissal at 12:00 pm
    - Minimum day dismissal at 12:00 pm
- **Grades 7-8**
    - School begins promptly at 7:15 am or 8:05 am
    - Mon-Thurs dismissal at 3:40 pm
    - Friday dismissal at 12:35 pm
    - Minimum day dismissal at 12:25 pm
- **Grades 9-12**
    - School begins promptly at 7:15 am or 8:05 am
    - End times vary
    - Minimum day dismissal at 12:25 pm

TARDY POLICY

The tardy policy applies to total tardies accumulated, not tardies per class. Tardy tallies will start over each quarter.

- Tardiness is defined as a student being late to school or to a class up to 10 minutes, after which they will be considered absent.

- Students are considered tardy if they are not in the classroom when the bell rings.
- Students are required to attend the remainder of the class or they will be considered truant.
- Periodic tardies resulting from late arrival to school due to unforeseen circumstances (including traffic or medical issues) require a parent/guardian to call or to come into the office to have the tardy excused - otherwise it will be marked as an unexcused tardy. Habitual tardies will not be excused.

Consequences for Tardies (Grades 9-12)

- 5 Tardies – A warning letter is emailed to students and parents
- 10 Tardies – 1 demerit is assigned
- 15 Tardies – 1 demerit is assigned
- 20 Tardies – 2 demerits are assigned and a meeting with administration
- 25 Tardies – 3 demerits are assigned, a $30 fine will be due, and a meeting with administration is required

Note: It is possible that a student will accumulate tardies at a pace that precludes notification at the above tardy limits.

Absence Policy

There are two categories of absences at Mesa Grande Academy:

- **School Related Absences:** School Related Absences are classes missed due to pre-approved school events.
  - Examples are field trips, tour trips, off-campus school activities and athletic competitions.
  - Students may only miss classes for scheduled varsity games if they are registered for the varsity class.
  - Attendance will be taken at required off-campus school activities, such as Beach Day, community service day, or Spring Picnic.
  - If the student does not attend a required off-campus school activity, he or she will be given a personal absence for that day.
  - School-related absences will not negatively affect the attendance record.

- **Personal Absences:** Personal Absences can be either pre-arranged or unplanned absences. We require notification from parents for all absences.
  - **Prearranged Personal Absences:**
    - Prearranged absences are **not allowed** during semester final tests
    - Students in grades 7-12 are required to fill out a pre-arranged absence form **<u>at least one week prior to the absence</u>**
    - Parents in grades TK-6 should notify their teacher prior to the absence
    - Examples of a pre-arranged absence include medical or dental appointments, court appearances or other pre-planned activities (arranged with the school prior to the absence).
  - **Unplanned Personal Absences:** Parents are required to notify the school (as soon as possible) when there is an unplanned absence. The only personal non-prearranged absences that are recognized include the following:

    - Sickness – Please notify the office, preferably near the start of the school day
    - Death in the immediate family
    - Natural disasters (storm, flood, earthquake, etc.)

In the event a student will be absent from class/school without prearrangement, a parent / guardian must call the office to provide notification. This will allow the teachers to be notified that the student is absent with cause.

Students who miss **more than 15%** of any class during a semester risk the loss of credit for the class. Juniors and Seniors may be allowed an additional 5% for absences related to school activities only.

- If a student is absent more than his/her allowed percentage for the entire semester, he/she will fail the class or classes missed. The student may petition the administration for academic credit for long-term illness or special circumstances.

Absences, Pre-Arranged Absences, And Make Up Work

Any "Pre-Arranged Absence" must be submitted to the Registrar **at least one week in advance.** Students generally have one day for every day they are absent to make up assignments and tests. However, for pre-arranged absences, a teacher may require some work to be done prior to the absence. No tests or quizzes may be made up when the school is not properly notified of the absence, except at the discretion of each individual teacher.

Leaving School During School Hours

Students may not sign out of school. To remove a student from the premises during the school day, a parent must sign the student out on the "Sign Out" sheet in the office. A note from a parent with the current day's date is required for someone other than the parent to sign out a student. Also, someone other than the parent or guardian must be listed on the *Student Release Form*.

Truancy Policy

Examples of truancy may include, but are not limited to:

- Skipping a class during the school day
- Being in the school parking lot without a pass
- Leaving campus without permission and/or without signing out
- Leaving class without the teacher's permission
- Hiding in restrooms to avoid class
- Being absent from class for one or more periods without prior parental arrangement with the school and/or teacher permission.

Consequences of truancy are outlined in the Discipline Policy

The school will attempt to notify parents or guardians when students are not in attendance or when they leave the campus without prior permission.

Students who are not personally truant but assist others in being truant, are held responsible for their contribution to truancy.

DRESS CODE POLICY

Mesa Grande Academy is committed to adopting a dress code that demonstrates modesty and reflects a commitment to excellence. Uniforms have been adopted as the only appropriate dress for school. **These must be purchased through Lands' End.** Students are encouraged to look their best at all times and avoid conflict with the school over issues of dress. Parents are urged to support the school policy by being actively involved in their student's clothing and appearance decisions.

School uniforms are to be worn before and during scheduled school hours through a student's last class of the day. "Non-academic attire" that is in harmony with the ideals of MGA may be appropriate for some school activities, such as Dress Down days in grades TK-8. At such times, students (and parents) will be notified.

Students attending Mesa Grande Academy are expected to adhere to standards of appearance as outlined below. **Lands' End is the only company of approved school uniforms for Mesa Grande Academy.**

CLOTHING THAT MUST BE PURCHASED THROUGH LANDS' END:

- Skirts / Skorts / Jumpers
- Pants / Shorts
- Shirts / Blouses / Dresses (embroidered with school seal)

UNIFORMS FOR GRADES K-6

Please note: Students in grades TK-6 must purchase at least one red polo shirt for field trips.

Boys:

- Polo shirt—red, grey, navy blue, charcoal
- White oxford shirt
- Pants/shorts—khaki, navy blue (black for grades 5/6th only)

Girls:

- Polo shirt—red, grey, navy blue, charcoal
- White oxford shirt
- Pants/shorts—khaki, navy blue (black for grades 5/6th only)
- Skirts/skorts—khaki, navy blue, school plaid (black for grades 5/6th only)
- Dresses/jumpers—red, navy blue, khaki, school plaid

(Leggings, tights, or bike shorts must be worn beneath skirts, dresses and jumpers. They **must be** solid MGA colors—red, white, black, navy blue, gray, khaki).

UNIFORMS FOR GRADES 7-12

Boys:

- Polo shirt—red, grey, navy blue, white, black, charcoal
- White oxford shirt
- Pants/shorts—khaki, navy blue, black

Girls:

- Polo shirt—red, grey, navy blue, white, black, charcoal
- White oxford shirt

- Pants/shorts—khaki, navy blue, black
- Skirts—khaki, navy blue, black, school plaid
- Dress—red, navy blue, khaki

For additional, detailed options with MGA's uniform, please refer to our website or www.landsend.com using our school code 900185406.
https://www.landsend.com/co/account/school-uniforms?selectedSchoolNum=900185406

Outerwear (Jackets, Sweaters, Hoodies)

All outerwear, including jackets, sweaters, and hoodies, must meet the following requirements:

- Must be in a single or two-tone, solid color (no pattern) and in school uniform colors (navy blue, red, grey, khaki, white and black) and guidelines.
- May not have logos except for MGA logos (inconspicuous manufacturer's logos excepted).
- A school uniform must be worn beneath all outer garments.
- Outerwear from recognized school organizations and Mesa Grande Academy letterman jackets are allowed.

General Dress Guidelines

- Clothing should be neat, clean, fit appropriately and be in good repair. Frayed, torn, ripped, or otherwise defaced uniform clothing is not acceptable. All uniforms must be of appropriate size and must be worn as intended by the uniform provider.
- Gender appropriate clothing must be worn.
- Pants, skirts, and shorts must be worn at an appropriate hip level as designed by the manufacturer. No rolling of hem or waist. All shorts/skirts MUST fall mid-thigh or lower. Extremely short shorts or skirts with an inseam of fewer than five inches or that expose the buttocks cheeks are unacceptable. Underwear should not be visible under school clothing.
- Pants must be straight legged with no cargo pockets.
- Shirts must be buttoned appropriately so that modesty is maintained at all times.
- Shoes or close-toed sandals must be worn at all times and must be appropriate and safe for the situation. Flip-flops, CROCS, Birkenstocks, or anything similar, are not allowed as part of the dress code.
- Clothing accessories (such as belts, etc…) must be simple, basic, and blend with the uniform. Accessories should not contain studs, spikes, colors or designs, outside of our uniform colors. Socks/hosiery/leggings/tights must be worn in solid MGA school colors (red, white, black, navy, gray, khaki, or natural skin-tone hosiery).
- Hats, hoods, bandanas, or other head coverings may not be worn in class during scheduled school hours. MGA sports team hats worn during varsity and PE class time are the only exception. Hats worn outside during breaks must be MGA hats. Other hair accessories should blend with the school uniform. Administration may make exceptions as needed.
- Jewelry of any kind, which includes cause/support bracelets, chastity rings, and other similar jewelry may not be worn at school or at any school function.
- Extreme hair styles (mohawk or spiked) or colors, colored tips, colored streaks/highlights (in colors that are not natural hair colors – e.g. green, pink, blue, purple, etc...), and cosmetics, including conspicuous nail polish, and tattoos of any kind, are outside the accepted guidelines.
- Any visible layers must be in school colors.

- School-approved shirts/blouses/jumpers/dresses are required to be worn beneath sweatshirts or other outer clothing.
- Attire obtained on school-sponsored field trips/activities may be worn by the organization members if the entire organization/class wears them on a given day chosen by the teacher/school OR the day is selected and approved in advance.

Additional Expectations

All accessories and clothes worn for school events outside of school hours should reflect Christian values and be appropriate and modest. Logos, graphics, or words that depict violence, drugs, illicit substances, alcoholic beverages, and sexually suggestive topics are not allowed. Anything that is in any way offensive should not be associated with MGA students.

Dress Down Days

We will occasionally schedule specific days when students are allowed to "dress down". On these days, the following expectations apply:

- No jewelry (exceptions for costume-related jewelry will be clearly communicated prior to the activity if it is allowed).
- No tank tops/spaghetti strap tops allowed (exceptions will be clearly communicated prior to the activity if they are allowed). Wear t-shirts or similar tops.
- Crop-tops and other similar clothing that exposes the mid-drift are not allowed.

Swim Attire

On occasions when a school event necessitates the use of swim wear, modesty should be practiced. Girls, please wear modest one piece swimsuits. All other swimsuits require a covering such as a t-shirt. Boys, please wear "board short" style swimsuits. Speedo style swimsuits may not be worn.

Banquet Attire

This attire should be in accordance with the school's general dress code policy expectation. Gentlemen are to wear dress pants and a collared shirt, a suit jacket is optional. For ladies, semi-formal attire or formal dresses are appropriate. All attire should be modest, including neckline and any slits in the skirt.

Consequences For Dress Code Violations

Grades K-6th

Students are expected to be in school uniform during school hours. Elementary students' dress issues will be handled individually by the teachers or administration, with direct communication with parents.

Grades 7-12

Students are expected to be in school uniform during school hours. Failure to comply with the *MGA Dress Code Policy* will result in the student having a written Dress Code infraction and receiving the respective consequences according to the *Mesa Grande Academy Discipline Policy*. Please refer to the *MGA Discipline Policy* for further information.

MGA Administration reserves the right to make adjustments to this Dress Code Policy as needed.

DISCIPLINE POLICY

When students enroll at Mesa Grande Academy, they become representatives of the school and are expected to conduct themselves in ways that honor the school whether on or off campus, at any school-sponsored activity, or during vacations. When needed, discipline will be designed to help the student progress toward a more meaningful acceptance of Christian behavior and conduct necessary for creating a positive school environment. In order to provide clear rules and guidelines for student conduct and expectations for consistent and timely discipline, Mesa Grande Academy has established standards of consequences that range from verbal warnings to expulsion from school. Demerit points are applied when repeated attempts have been made to resolve a discipline issue or if the offense is deemed more serious in nature and can be assigned by school administration. This list is a guide and is not intended to be exhaustive or prescriptive.

Disciplinary Action

For schools, it is simplest to establish rules and hold students accountable for good behavior by setting clear consequences. This way, the expectations for behavior are well-defined, and students know what to expect if they misbehave. We already have this system in place.

However, Administration reserves the right to make use of the elements of a Restorative Justice Discipline model to guide students in correcting unacceptable behaviors, especially if the behaviors are not related to student safety. In Restorative Justice, students are required to address and respond to the following questions that focus on education, change and restitution:

- "What happened?"
- "What were you thinking about at the time?"
- "What have you thought about since?"
- "Who has been affected by what you have done? In what way?"
- "What do you think you need to do to make things right?"
- "What do I need to change in my behavioral practices in the future?"

Teachers begin the year teaching students the rules and regulations for their individual classes and the school as a whole. Each teacher is also required to maintain an assertive discipline plan which includes a concise and concrete set of classroom rules and procedures designed to teach positive behavior. In addition teachers are encouraged to talk to students regarding inappropriate behavior in such a way as to encourage the students and avoid embarrassment.

The following chart shows the general guidelines that can provide for consistency and clear expectations and consequences. However, every disciplinary situation can vary, so each situation is evaluated by Administration on its own merit and circumstance.

<u>The following list is a guide and is not intended to be exhaustive or prescriptive:</u>

Level 1 **Disruptive Behaviors**	**Level 1** **Corrective Strategies**
Level I infractions include, but are not limited to: • Dress Code violations • Use of cell phones and other devices without permission in class and/or inappropriate use of technology • Use of headphones, AirPods, and earbuds in class • Classroom disruption/disregarding classroom rules • Student vehicle policy violation • Insubordination or defiance of authority • Possession of any imitation knife or firearm • Inappropriate public display of affection • Unauthorized access to school property (climbing fences, propping doors, roof access, etc.) • Talking back to or disrespecting a teacher/staff • Reckless and careless driving • Use of profanity or any other offensive language • Attendance (See more details in the Attendance Policy) • Truancy (*1st offense*) • Any minor disregard for student regulations or policies • Use of racial slurs, derogatory/biased language (minor infraction) • Dishonesty, plagiarism or cheating (*1st offense*) • Minor bullying behavior(s), or harassing behavior(s) toward another student or teacher • "Play Fighting" or similar behaviors • Misuse of electronic device	***Infractions are generally minor violations that are usually first-time offenses and are considered warnings.*** 1. Report of student offense is recorded in FACTS and administration may be notified. 2. Student is addressed by the teacher/supervisor 3. Student may be asked to sign a referral form 4. Demerit points and other possible consequences are assigned 5. Parents are notified and provided a copy of what is documented in FACTS. *In addition to* • ***1-2 demerits for Grades 3-4*** • ***1-3 demerits for Grades 5-6*** • ***1-4 demerits for Grades 7-12*** *consequences may include one or more of the following:* • Some form of community service activity • Written assignment or contract • Missed recess or break assigned and monitored by teacher/supervisor

Level 2 **Disruptive Behaviors**	**Level 2** **Corrective Strategies**
Level II infractions include, but are not limited to: • Multiple or flagrant Level 1 infractions • Major classroom disruption • Willful disrespect toward a student or teacher • Insubordination • Truancy (*2nd offense*) • Dishonesty that includes falsifying excuses/signatures/ phone messages • Dishonesty, plagiarism or cheating *(1st or 2nd offense)* • Defiance of authority • Possession of or involvement with pornographic material • Language, gestures, or behavior that is vulgar or obscene (may include insults) • Fighting, hostile action, hazing or any willful act that may cause injury • Theft, invasion of privacy, possession of stolen property or destruction of another's property (*1st offense*) • Throwing food, drink, or smearing another's uniform or person • Inappropriate electronic posting/digital communication or involvement on social media of anything that defames students, school personnel, or entities as deemed inappropriate by MGA administration • AI-generated sexual, threatening, or harassing images of any student or staff member are prohibited and treated as harassment or abuse. • Defamatory or slanderous communication targeting any student, staff member or parent. • Purposeful vandalism (*1st offense*) • Willful disobedience of the Lifestyle Commitment/Student Handbook policies • Repeated bullying behavior(s) or harassing behavior(s) toward another student or teacher • Physical altercation	***Level II infractions are generally major violations of MGA's rules, regulations, and policies*** 1. Report of student offense is recorded in FACTS and administration is notified. 2. Administration interviews student and may begin an investigation 3. Parents are notified of offense and a meeting is scheduled with an administrator 4. Administration determines exact number of demerits and/or suspension 5. Final actions are recorded in FACTS *In addition to* • ***3-4 demerits for Grades 3-4*** • ***4-6 demerits for Grades 5-6*** • ***5-8 demerits for Grades 7-12*** *consequences will include one or more of the following:* • Any combination of Level I consequences • On or off campus suspension • Disciplinary probation contract • Liability for damages *Administration may take into account age, grade level, and other factors when taking safety and disciplinary actions. Administration consults with School Board leadership, SECC Leadership, Law Enforcement, and mental health professionals, depending on the situation.*

• Possession of weapon, including but not limited to knives or pepper spray (minor infraction)	

Level 3 **Disruptive Behaviors**	**Level 3** **Corrective Strategies**
Level III infractions include, ***but are not limited to:*** • Truancy (*3rd offense*) • Multiple, flagrant, and serious Level 2 infractions • Immoral or scandalous conduct (any speech, writing) on or off-campus at any school function or at any time (including social media postings). This includes inappropriate or scandalous AI generated postings facilitated by students. • Defiance of authority and/or school policies of a serious nature • Theft or destruction of another's property (*2nd offense*) • Possession/use of any weapon, including but not limited to knives and firearms (real or imitation) or pepper spray (moderate infraction) • Offering to provide, possessing, furnishing, using, distributing, selling, purchasing, transporting or being under the influence of any controlled substance or intoxicant (including alcohol, nicotine, or any drug paraphernalia including vaping) on or near school property, at any school function on or off-campus, or off-campus in accordance with the student's life-style commitment agreement. • Lighting fires, and/or possessing, using, or threatening to use any incendiary or explosive devices. • Direct involvement as principal or accessory in any malicious mischief • Any inappropriate sexual activity, excessive physical contact, or other activities with sexual overtone or sexually explicit acts (Marriage and	***Level III infractions are serious violations of MGA's rules, regulations, and policies*** 1. Report of student offense is recorded in FACTS and administration is notified 2. Administration interviews student and may begin an investigation 3. Parents are notified of offense and a meeting is scheduled with an administrator 4. Administration determines the exact number of demerits and/or suspension. 5. Final actions are recorded in FACTS *In addition to* • ***5-12 demerits for Grades 3-4*** • ***7-12 demerits for Grades 5-6*** • ***9-12 demerits for Grades 7-12*** *consequences will include one or more of the following:* • Any combination of Level 2 consequences • Suspension • Disciplinary probation contract that could include counseling or community service • Liability for damages • Failing grade • Loss of office • Ineligible to participate in extracurricular activities (includes varsity) for a determined length of time • Possible withdrawal or expulsion • Multiple incidents of Level 3 infractions that result in a student

pregnancy among students are considered incompatible with the school program.) • Fighting, hostile action towards another individual • Serious threats, harassment, or bullying (verbal, written, electronic, sexual, physical, etc.), hazing or any willful act that may cause injury (mental or physical) to another person • Use of racial slurs, derogatory/biased language including that which is sexual, gender-related, or religious in nature (moderate infraction) • Threatening the school, students, teachers or parents with physical harm, with or without weapons (Law enforcement will be called) • Cheating, plagiarism or academic dishonesty (*3rd offense*)	being placed on a contract may result in the student being asked to withdraw from MGA, even if the incident occurred in separate academic years *Administration may take into account age, grade level, and other factors when taking safety and disciplinary actions. Administration consults with School Board leadership, SECC Leadership, Law Enforcement, and mental health professionals, depending on the situation.*

An accumulation of 13+ points may result in withdrawal from school.

Level 4 **Disruptive Behaviors**	**Level 4** **Corrective Strategies**
Level IV infractions include, but are not limited to: • Furnishing, distributing, selling, purchasing, and transporting any controlled substance or intoxicant (including alcohol, nicotine, or any drug paraphernalia) as an MGA student • Possession/use of any weapon, including but not limited to knives, firearms (real or imitation), or pepper spray (major infraction). Law enforcement will be involved. • Selling, distributing, or giving one's prescription medication to another student. • Use of racial slurs, derogatory/biased language including that which is sexual, gender-related, or religious in nature (severe infraction) • Distribution of any hate literature • Any sexual or other physical assault on or off-campus • Direct involvement as principal or accessory in any crime where a student arrest takes place • Conspiracy or the act of a serious dishonest behavior that includes falsifying legal documents	***Level IV infractions are serious violations of MGA's rules, regulations, and policies*** 1. Report of student offense is recorded in FACTS and administration is notified 2. Administration interviews student and may begin an investigation 3. Parents are notified of offense and a meeting is scheduled with an administrator 4. MGA's Discipline Committee determines the consequences 5. Final actions are recorded in FACTS 6. May include possible withdrawal from MGA **These infractions trigger the MGA Discipline Committee to meet.**

• Construction and use of websites or social media sites that defame students, school personnel, or other entities as deemed inappropriate by MGA administration • Hazing or any willful act that may cause injury to another person	

Special Note: *In some cases, more than one category of discipline may apply. In an effort to increase the potential for a timely and honest resolution of a discipline situation, students who exhibit truthfulness and integrity in the discipline process may receive a reduction in the discipline response.*
K-2 may receive demerits at the discretion of the teacher/administration

Suspension
Discipline matters deemed severe enough to warrant action by the school's administration are serious and may begin a process that could lead to the student's dismissal. Progressive discipline will generally apply. However, there may be circumstances where progressive discipline is not appropriate and immediate removal may be necessary.

Suspensions may be in-house (at school) or at-home. Suspensions usually range from 1-5 days and are at the discretion of the administration. While on suspension, the student may not be on campus without the express permission of the principal (for example, in the case of an in-house suspension). During the suspension, the student shall not participate in any school-related or school-sponsored activities.

Administrative Authority
If deemed necessary, the Administration can typically suspend a student for up to 10 school days in addition to assigning demerit points. Any class assignments given to students during suspensions will be completed by the time they return to class.

Redemption
A student will start each school year with zero points. Points will accumulate throughout the school year that could possibly result in more serious consequences if a student continues to accumulate demerits. If a student goes nine weeks without receiving further points following an incident, the total number of points will be cut in half by the administration. If a student continues another nine weeks without any demerits, the number will be cut in half again. And continue to be cut in half until the number reaches zero.

Some infractions are kept on continuous record while enrolled at MGA. See the Disciplinary Infraction Chart

Criminal Act
If a student is convicted of violating a criminal statute, on or off campus, the student will be asked to withdraw from the school. Mesa Grande Academy reserves the right to involve the police and/or other law enforcement agencies when deemed necessary and/or required by law.

Appeal Process
Any appeal (by a student or parent) to a disciplinary decision made by the school must follow the procedure as outlined in the Pacific Union Education Code:

1. Submit the appeal in writing to the Principal and work toward a resolution that will end the appeal.
2. Submit the appeal in writing to the school Administrative Committee and work toward a resolution that will end the appeal.
3. Only the parents and the student involved will be permitted to meet with the school Administrative Committee and work toward a resolution that will end the appeal.
4. If no resolution is met, submit the appeal in writing to the Student Discipline Committee, a subcommittee of the school board. This is the final step and this committee determines the final outcome. The parents and no other person(s) may be permitted to attend this meeting except with the express permission of the chair of this committee.

Withdrawal/Expulsion

A student may be requested to withdraw from school at any time if the student's behavior, attitude, or influence is determined by administration and faculty to be detrimental to students and/or faculty. If the student refuses to withdraw, he/she will be recommended for expulsion, and his/her case will be reviewed and decided by the school board's Student Discipline Committee. A student who has been asked to withdraw or is expelled may not be allowed to visit the school campus or attend any school activity for the remainder of the school year. He or she may re-apply for admission after attending another school for at least one full school year and gaining a good reference from the school they attended.

Readmission

Any student who has been asked to withdraw or is expelled shall be allowed to apply for readmission after at least one full semester at another educational institution. To be considered, the student must not have had any discipline-related actions. If a student desires to be readmitted to MGA they shall submit a written statement, with evidence from the educational institution, to the principal, who shall recommend admission or non-admission.

The statement should include:

1. Reasons the student wants to return and why the request should be considered.
2. Evidence which supports the request; and
3. A supporting statement from the parent/guardian and others who may have assisted the student.

Mesa Grande Academy shall have the sole discretion to interpret, administer, and implement all student behavior expectations and policies.

Harassment, Intimidation & Misconduct

Harassment / Bullying

Harassing behaviors of any kind are wrong – physical, verbal, online or off, before, during or after school. It is never acceptable. All members of the school community are committed to ensuring a physically and emotionally safe environment. We strive to value the rights of all people to learn without fear. A student shall not intimidate, harass, or shame another student through words or actions. Such behavior includes, but is not limited to, direct physical contact, such as hitting or shoving; verbal assaults, such as threatening, teasing or name-calling; and social isolation or manipulation, and digital/social media assaults.

When such conduct is repetitive or appears likely to be repeated, it is considered bullying. MGA expects students, parents and/or staff to immediately intervene and report incidents of bullying. Students who are found to be engaging in bullying behavior will be subject to discipline. Parents will be notified and law enforcement will be contacted if appropriate.

Insubordination

Students shall comply with the directions of teachers, substitute teachers, administration, and all other school personnel. Insubordination includes but is not limited to:

- Disrespectful behavior toward school personnel
- Interference with a teacher's ability to conduct class
- Failure to obey a reasonable request
- Failure to identify themselves to school personnel when requested
- Repeated violation of any rule, directive, policy, or disciplinary procedure

Sexual Harassment/Discrimination

Mesa Grande Academy is committed to providing a safe and supportive school environment that is free from unlawful discrimination on the basis of sex in all of its employment and student activities, educational programs, and services. Any form of sex discrimination and sexual misconduct, including harassment, coercion, intimidation, or sexual violence, is reprehensible, runs counter to MGA's teachings and guiding beliefs, and will not be tolerated. In keeping with this commitment, MGA maintains a strict policy prohibiting unlawful discrimination or harassment. Also prohibited is retaliation of any kind against individuals who report alleged incidents of discrimination or sexual misconduct, or who assist in an MGA investigation of such allegations.

Definitions

A. **Sexual Harassment:** Sexual harassment is defined as unwelcome sexual advances including sexual violence, requests for sexual favors, and/or physical, verbal, or written conduct of a sexual nature when:

    1. Submission to such conduct is made explicitly or implicitly a condition of a student's progress in school, employment on campus, or participation in any MGA team, club or organization; or
    2. Such abusive or humiliating speech or conduct is directed against another and persists after the objections of the person targeted by the speech or conduct; or
    3. Such conduct would be regarded by a reasonable person as creating an intimidating, hostile or offensive environment that substantially interferes with a student's education, employment or participation in MGA's extracurricular programs or activities.

Sexual harassment may include incidents between any member of the MGA community, including faculty, staff, students, and nonstudents or nonemployee participants in MGA programs—such as vendors, contractors, visitors, coaches, and parents. It includes activities and behavior that occur either on or off campus.

Examples of Sexual Harassment

Specific examples of verbal or physical conduct prohibited by this policy include, but are not limited to:

1) Physical assault or battery, including cornering, blocking, leaning over, or impeding normal movements.
2) Inappropriate or unwanted touching.
3) Direct or implied threats that submission to sexual advances will be a condition of, for example, getting good grades, being put on a team or allowed in a club, or receiving a promotion or award.
4) Direct or subtle propositions of a sexual nature, including sexual flirtations.
5) Dating, requesting dates, or entering into a romantic relationship between a student and an employee or faculty member.
6) A pattern of conduct that would cause discomfort and/or humiliation to another individual, including, but not limited to:
    a) Physical conduct—including unnecessary touching. Touching an individual's body or clothes in a sexual way, massaging, grabbing, fondling, stroking, or brushing the body; touching a student's private parts.

b) Verbal conduct—including, for example, remarks of a sexual nature about a person's clothing or body; sexual slurs, threats, derogatory comments, sexually degrading descriptions, remarks about sexual activity or speculations about previous sexual experiences; spreading sexual rumors, graphic comments, inappropriate sexual sounds or verbal expressions or overly personal conversation.

c) Visual conduct—including, for example, leering, sexual gestures, or the display of sexually suggestive objects, drawings, pictures, language, cartoons, or jokes.

7) Use of electronic and digital means, including the Internet, social media, emails, and cell phones, to transmit, communicate, or receive sexually suggestive, pornographic, or sexually explicit pictures, messages, or materials.

B. Sexual Violence: Sexual violence involves conduct relating to an actual, attempted, or threatened sexual act against a person's will or where a person is incapable of giving consent (due to age, use of drugs or alcohol, or because of an intellectual or other disability). Sexual violence includes rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Examples include "date rape" or "acquaintance rape." Acts of sexual violence may also constitute violations of criminal or civil law subject to prosecution.

C. Consent: "Consent" is defined as agreement, approval, or permission that is given knowingly, willingly, and voluntarily by a competent person. Consent can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption, or being asleep or unconscious.

D. Retaliation: Retaliation occurs when intimidation, threat, coercion, or other discriminatory action is used against an individual who has brought a concern or reported a possible violation of a federal civil right or school regulation. This includes formal or informal reports of a violation and reports regarding a violation of an individual's rights or the rights of others.

E. Dissemination of Policy: This policy shall be disseminated to the MGA community through publications, websites, student orientations, and other appropriate channels of communication. It is the responsibility of the division administration to ensure that the policy is disseminated and implemented. The Administrative Council provides oversight and leadership for activities involving compliance, coordination, and complaint resolution.

Issues concerning this policy

Students and members of the MGA community should contact the Principal in order to:

1. Seek information or training about students' rights and courses of action available to resolve reports or complaints that involve potential sex discrimination, including sexual misconduct.
2. File a complaint or report of sex discrimination, including sexual misconduct.
3. Notify MGA of an incident, policy or procedure that may raise potential sex discrimination, including sexual misconduct.
4. Get information about available resources (including confidential resources) and support services relating to sex discrimination, including sexual misconduct.

5. Ask questions about MGA's policies and procedures related to sex discrimination, including sexual misconduct.

Procedures For Reporting

Mesa Grande Academy encourages students who believe they have experienced any form of sexual harassment, discrimination, or sexual misconduct of any nature to report such conduct promptly.

Procedures have been established to provide a supportive process for students who report harassment and to ensure an equitable process for individuals accused of misconduct. These procedures reflect MGA's efforts to conduct timely, thorough, and equitable investigations.

A written complaint will need to be filed. However, a student may feel most comfortable going to a teacher, administrator or other responsible employee first. That individual will be able to aid the student in filing a written complaint. These responsible employees have a duty to report or take appropriate disciplinary action if they find that MGA policy has been violated. MGA Staff are mandated reporters by California law.

Filing A Written Complaint

Individuals are reminded that reporting sexual misconduct is a personal and professional responsibility. The procedure is as follows:

1. Report the incident in writing to the principal. Written complaints should be filed as soon as possible from the date the incident occurred though delay should not be seen as an excuse for not reporting.
2. Written complaints should include, as far as possible, the following information:
   a) Name, address, telephone or other contact information of the person making the report
   b) MGA affiliation of the person making the report (for example: student, employee, faculty, third party)
   c) Date of alleged violation
   d) Location of alleged violation
   e) Person(s), name and title, of the alleged harasser
   f) Description of what happened
   g) Other relevant information—(for example, if you previously reported this matter, including name and departments of all other persons with whom you have discussed this matter)
   h) Signature and date.

Investigation And Corrective Action

The principal shall conduct a prompt, thorough, and impartial inquiry into any reports of sexual harassment and/or physical sexual misconduct. The principal will take immediate and appropriate steps to investigate or otherwise take steps that are reasonably calculated to end any form of sexual misconduct, whether or not a formal complaint has been initiated. Law enforcement may be called to mediate or investigate the incident. Parents will be notified when it has been necessary to involve law enforcement. The principal and his/her administrative committee will be responsible for decisions regarding the possible consequences for any student discipline.

School employees are mandated reporters and, depending on the nature of the allegations, may be required to report all the details of an incident to law enforcement, including the identities of both the victim and alleged perpetrator.

Confidentiality

Mesa Grande Academy shall protect the privacy of individuals involved in a report of sexual misconduct to the extent required by law. Anyone requesting confidentiality shall be informed that complete and total confidentiality may not be possible and that, depending on the nature of the alleged misconduct, some level of disclosure may be required, especially in situations alleging sexual violence. Disclosure may be made only on a need-to-know basis.

Retaliation Prohibited

All reasonable action will be taken to prevent retaliation against the complainant, witnesses, or anyone cooperating with the investigation.

Disciplinary Action

Any member of the school community—faculty, staff, administrators, or students--who is found to have engaged in sexual harassment, discrimination, or sexual misconduct, is subject to disciplinary action up to and including dismissal or expulsion. The student Discipline policy provides guidelines and parameters for consequences of violating this policy.

Some examples include but are not limited to the following: initiating unwelcome communication with another person on any computer or phone communication system, communicating or posting unauthorized and unwanted content about another person on any computer or phone communication system, or falsely representing oneself as another person on any computer or phone communication system.

Other

All other forms of harassment that deliberately infringe upon a student's right to come to school and learn in a positive atmosphere will be immediately addressed by the school.

GENERAL STUDENT LIFE INFORMATION AND POLICIES

Accidents

All certified school personnel are trained in First Aid and CPR. Standard first aid procedures are followed in the case of student injury. If there is a serious injury, professional medical care will be enlisted and parents will be notified immediately. Parents will also be called if the injury does not require emergency care but is serious enough to warrant the immediate care of a physician. In the elementary school, injuries not requiring immediate medical attention are documented on a Notice of Injury to Student form which is logged in the school office and sent home with the student. Parents are requested to sign the form and return it the next day.

Assembly/Worship

Worship services and assemblies are very important for spiritual growth and for building school spirit. Courtesy and appreciation should be shown to all speakers, performers, and program participants. Students demonstrate respect by not sleeping, not using cell phones, and by not bringing books, notebooks, or other materials for studying or reading during worship or assemblies.

Closed Campus

Mesa Grande Academy is a closed campus. Students must have permission to leave the campus at any time during the school day. Students are required to enter and exit campus only via approved gates for school or other events. The student parking lot is considered off limits once students have arrived and the school day has begun. Any student who is off campus without permission will automatically receive a 1 day in-house suspension in addition to other attendance penalties. In case of an emergency or an approved appointment, permission to leave campus may be obtained at the school office where the student must sign out. Students in grades K-8 must have an adult sign them out. Students in grades 9-12 may ONLY sign out with explicit pre-arranged permission from a parent/guardian. In the case of illness, the student may only sign out at the school office with parental notification and consent. It is critical that the school office be aware of the location of all students.

Custody Orders

If a custody and/or visitation order exists, it is the responsibility of the parent(s) to provide a copy of the most recent court order(s) to the school. Please be advised that the school will not refuse to release a child for pick-up to a parent or legal guardian, unless there is a prior court order, such as a custody or protective order. As such, any arrangements regarding pick-up of students based on visitation schedules must be made between and adhered by the custodial parents appropriately. Unless there are court-imposed restrictions, please be advised that both parents of a child shall have the right to access and/or receive information contained in the student records of their child.

Disaster Preparedness

Mesa Grande Academy has a Disaster Plan for our campus. There are supplies, food, and water stored on campus should our students and staff need to stay on campus for an extended period of time. If conditions are such that the campus is locked for security and safety, students will be released only to parents or to individuals who have on file, in the office, permission to take the student off campus. Pickup will be at the front gate. Campus wide drills—fire, earthquake, lockdown—are held regularly. A disaster drill is scheduled once a school year.

Facts

Mesa Grande Academy uses a web-based student information system called FACTS, and our learning management system in Google Classroom. Students and parents both have access to these portals that allow them to check grades, attendance reports, selected course materials, and general school information. Access information is distributed at the beginning of the school year and should be kept confidential. If you need assistance accessing FACTS, contact the Registrar.

Gum

Gum chewing is not allowed on campus at any time. Fines may be imposed for this infraction at the discretion of the administration.

Lunch

Hot lunch is available for sale Monday thru Thursday. A monthly menu is established and published on FACTS Family Portal. Lunch orders should be placed by 8 pm the night before. Students are expected to maintain order when buying food and to respect the rules and regulations of the lunch room.

Outside picnic tables are provided. Students are responsible for cleaning up these tables after each use. Food is to be eaten only in areas designated by the faculty. During rainy seasons classrooms will be open for lunch. Lunch should be eaten during the scheduled lunch period. **Whether eating inside or outside, all students are expected to dispose of their trash in the provided trash receptacles and maintain a clean campus.**

Medications

State law (California State Education Code, Section 49423) requires schools to adhere to strict guidelines concerning student medications. Prior to the school administering any medication, the *Order for the Administration of Medication by School Personnel* form must be completed and on file. Such medication must be delivered to the school in the original container as delivered by the pharmacy to the parent or pupil, and it must bear the original pharmacy label. Under Section 26027 of the Health and Safety Code, this label must contain the name and place of business of the seller, the serial number and date of such prescription, name of the person for whom such drug is prescribed, the name of such member of the medical profession who prescribed the drug, and must bear directions for use as prescribed by such member of the medical profession.

Ordinarily medications may not be administered by school personnel. However, the school office may administer the following non-prescription medications for a limited period of time (i.e. two days) provided a parent or legal guardian requests in writing, indicating the name of the child, name of the medication, dosage, and frequency:

- Tylenol, Advil
- Sudafed, Benadryl
- Tums
- Robitussin cough syrup

The school office **will not dispense non-prescription medications** with a blanket statement from a parent or legal guardian.

Emergency Medication—A student who needs emergency medication may carry it in their backpack with a doctor's note, or a prescription label attached. Inhalers, Epi pen, and Insulin are examples.

Personal and School property

Students attending MGA must protect and care for all personal property. Students are expected to respect all school, teacher, and staff property. Students are also expected to respect the personal property of other students.

- Students may not be in any school building or outside area without the supervision of a school staff member
- The school does not assume responsibility for a student's lost or stolen property while the students are on campus
- A student is expected to pay for damages he or she causes to school or personal property
- The school discourages students from bringing large amounts of cash to school
- The school is not responsible for musical instruments brought on to campus during school hours
- The school reserves the right to donate or dispose of lost and found articles not claimed after one quarter
- The school does not assume responsibility for damage or loss of personal property brought to or left on the school premises
- Students are expected to show school spirit by taking pride in the campus and treating it accordingly by using walkways and stairs so that lawns, flower beds, and planters remain attractive, by upholding a no littering policy and actively discouraging vandalism. The student will pay for or replace any property that has been destroyed willfully or foolishly.
- Students are expected to leave alone any personal property that is not their own. The student will pay for or replace all property which has been destroyed willfully or foolishly.

Skateboard, bicycles, and scooters

Skateboards, bicycles and scooters, and other rolling sports equipment are not allowed on campus at any time. Skateboards and scooters should not be used as a means of transportation to school. These items are not safe to use on campus.

Student Accident Insurance

Mesa Grande Academy provides student accident insurance for all students. This policy provides secondary coverage for school-related accidents. All such accidents must be reported to the MGA office within 24 hours. There is no coverage for damage to or loss of personal property, including vehicles parked on campus.

Visitors

Students requesting to bring visitors to school must complete the proper form 48 hours in advance. All visitors must sign in at the office upon arrival on campus and receive a guest pass.

Elementary Student Life

Before School/After School Care (Grades TK-6)

The campus is open for Before School Care beginning at 7:00 am. TK-6 students are to check in with the supervisor in the Pit or on the playground. At 7:30 am all students will be supervised outside unless the weather necessitates a move to the Pit.

There is a 30 minute grace period following class dismissal to pick up your student from the front lawn. After 30 minutes, all remaining students will be taken to After School Care. Charges begin at 3:45 pm M-Th and at 12:30 pm on Friday. Students must be signed out from After School Care by the adult who picks them up. After School Care closes at 6:00 pm M-Th, 4:00 pm on Friday, and at 6:00 pm on Minimum Days. The current charges for After School Care are listed in the Financial Policies brochure.

Dress-down days

Generally, on the second Friday of each month, elementary students are allowed to wear attire other than the mandated school uniform. All clothing worn must be modest and in harmony with the ideals of Mesa Grande Academy, including any logos or images.

Birthday celebrations

As a general rule, classroom birthday celebrations will take place 10-15 minutes prior to dismissal. If food is sent to school, it must be simple single serving items. Invitations for birthday parties off campus can only be distributed by the teacher IF every student in the class gets one. The teacher will distribute the invitations to the students. The school cannot give out phone numbers, emails, or addresses of families to another family due to privacy issues.

Classroom Parties

Holiday parties at Thanksgiving, Christmas, Valentine's, and Easter are at the discretion of the classroom teacher. When planning for food in the classroom, always be aware of student allergies and check with the classroom teacher ahead of time. All food brought to school must be vegetarian.

Junior High School Student Life

8th Grade Class Officers

Students have an opportunity to be involved in the planning of their class year by running for a class office. A student must be in regular class standing to hold a class office. Elections are held to select these offices each year:

- President
- Social Vice
- Religious Vice
- Secretary
- Parliamentarian
- Historian

National Junior Honor Society

Beginning the second semester of the 6th grade year, students who have a cumulative GPA of 3.5 will be considered for membership in the National Junior Honor Society. They must also meet the required leadership, community service and citizenship criteria (see National Junior Honor Society criteria for membership). Students will receive a membership card and pin and will be inducted during the 4th quarter of the school year. (GPA's will not be rounded. They are computer generated to the thousandths place.)

Before School/After School Supervision (Grades 7-8)

Students on campus after 3:40 pm are expected to be in sport practices, sport games, or be in other supervised school-related activities / areas. Junior High students not involved in these supervised activities are required to leave campus or to be under the supervision of the elementary after school care supervisor. All other areas on campus are off-limits.

Locks, Lockers, And Backpacks

Lockers —As a convenience to grades 7-8 students, the school provides personal and physical education lockers for each student. The administration reserves the right to inspect these lockers at any time. Students are urged to use these lockers for storing all their academic and personal items.

- Students will be assigned lockers with combination locks. No private locks are permitted. Unauthorized locks may be cut off without notice.
- Locker displays are subject to the general regulations of the school. Students are urged to keep their lockers clean at all times and to avoid sharing their locker combinations with others. All changes in lockers must be made through the office. Intentionally defacing or damaging lockers (or any other school property) is a reason for immediate disciplinary action

Gym Locker Room—The gym locker room is to be used only during the beginning and end of their PE class. Locker rooms and gym restrooms are off limits to Junior High students the rest of the school day. Each student is responsible for securely closing his or her locker and never sharing the combination with anyone. There is a $5 fee for all lost locks.

Backpacks —Backpacks are for the storage and transport of school related items and personal effects. With reasonable suspicion, the administration reserves the right to inspect a student's backpack at any time. The school is very limited in its ability to track down items stolen from backpacks left unattended. In an effort to motivate students to care for their backpacks and personal effects, administration may do periodic sweeps of the campus to pick up any unattended items.

Students will need to come to the office to retrieve their backpacks. Parents will be notified and enlisted to help students care for their belongings.

High School Student Life

Student Association (SA) Officers

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

- President
- Social Vice President
- Religious Vice President
- Legislative Vice President
- Secretary
- Treasurer
- Sports Director
- Promotions Director
- Parliamentarian

Class Officers

Students have an opportunity to be involved in the planning of their class activities by running for a class office. A student must be in regular class standing to hold a class office. Elections are held to select these offices each year:

- President
- Social Vice
- Religious Vice
- Secretary
- Parliamentarian
- Senators (2)
- Historian

Student Senate

The Student Senate consists of eight senators (two from each academy grade), the four class presidents and the officers of the SA. It handles the business of the Student Association which includes addressing student association interactions that require legislative action. The chair of the Student Senate is elected by the members of the Student Association.

Leadership Eligibility

Leadership at Mesa Grande Academy is an earned privilege. To be eligible for election to a Student Association office, a Class office, National Honor Society, or a Club office, the student must have:

- A cumulative GPA of 2.5 with no F's and no more than two D's at the grading period prior to elections
- Satisfactory attendance
- Citizenship not exceeding four total demerits in the current semester
- Attended MGA for the previous semester

Students are expected to maintain these standards throughout the term of office. To maintain a leadership office, a student must:

- Maintain a cumulative GPA of 2.5 with no F's and no more than two D's on a quarter or semester report card while in office

- Maintain current conduct in Citizenship not exceeding four total demerits
- Uphold the Academic Integrity Policy

Officers who fall below these criteria will be placed on probation for one quarter. If they have not remedied their deficiencies, or if it happens a second time during their term, they will be asked to resign their office for the remainder of their term. A serious violation of the *Academic Integrity Policy or Lifestyle Commitment* may result in immediately forfeiting their elected office or being ineligible to run for office in the future.

A student may hold only one major office (S.A., Class, Editor) at any time.

Positions considered major offices are:

- SA and Class Presidents
- SA Legislative Vice President
- SA and Class Social Vice-Presidents
- SA and Class Religious Vice-Presidents
- The Cardinal Editor (School Newspaper)
- Reflections Editor (Yearbook)

National Honor Society

Students who have a cumulative GPA of 3.7 will be considered for membership in the National Honor Society. They must also meet the required leadership, community service and citizenship criteria (see National Honor Society criteria for membership). Students will receive a membership card and pin and will be inducted during the first quarter of the school year. (GPA's will not be rounded. They are computer generated to the thousandths place.)

Clubs

Students may petition to have a club on campus. Any club established at Mesa Grande Academy must reflect the values and standards of the school and the Seventh-day Adventist church tenets. Adhering to the Pacific Union Education Code:

C28-124 Clubs and Special Groups Clubs and other special groups may be organized as student and staff interests, needs, and abilities may warrant. To obtain authorization for such an organization:

A. Board, administration and staff approval must be acquired.
B. Purposes, objectives, or goals must be clearly stated, and these purposes must be in harmony with the philosophy and objectives of the school.
C. Officers must meet the standards required of the student body officers or class officers.

To establish a club at Mesa Grande Academy the following steps must be met:

- Find a full-time faculty member to be the advisor of the club
- With the consultation and supervision of the advisor, format club objectives
- In order for a club to be included in the yearbook, it must be approved and active during the previous school year.
- All petitions for new clubs are taken to the MGA Faculty and then the School Board for final approval

Outdoor activity clubs, academic-pursuit clubs, and international-student clubs are examples of clubs that might be formed.

Trips/Tours

Classes or groups may include trips and tours to various locations in their curriculum. Examples of tours include: US History Tour, Choir Tour, Band Tour, and Biology Trip.

Alternate Education Days—Alternate education classes may be offered to those students who remain at school during a major tour such as the Music Trip. Attendance is required at these special educational activities. Examples of these activities in the past included the study of art classic, modern, eco-art, and urban art, study of the natural history of the local mountains, watercolor workshop, and woodworking and construction.

Before School/After School Supervision (Grades 7-12)

Students on campus after 3:40 pm are expected to be in supervised labs, sport practices, sport games, or be in other supervised school-related activities / areas. Students not involved in these supervised activities are required to leave campus or to be in the designated area of after school supervision (currently Library and Day Care). All other areas on campus are off-limits.

Homepass

Students with no classes in the afternoon elective periods may, with prior parent permission, be allowed to check-out and leave campus. Early check-out forms are available in the office.

Locks, Lockers, And Backpacks

Lockers —As a convenience to students, the school provides personal and physical education lockers for each student. The administration reserves the right to inspect these lockers at any time. Students are urged to use these lockers for storing all their academic and personal items.

- Students will be assigned lockers with combination locks. No private locks are permitted. Unauthorized locks may be cut off without notice.
- Locker displays are subject to the general regulations of the school. Students are urged to keep their lockers clean at all times and to avoid sharing their locker combinations with others. All changes in lockers must be made through the office. Intentionally defacing or damaging lockers (or any other school property) is a reason for immediate disciplinary action

Gym Locker Room—The gym locker room is to be used only during the beginning and end of a student's PE class. The doors will be locked during class time and when the gym is not being used for classes. Locker rooms are off limits for students unless they have a PE class. Students must place all valuables, such as wallets, purses, cell phones and other electronic devices, in their assigned lockers. Each student is responsible for securely closing his or her locker and never sharing the combination with anyone.

Backpacks —Backpacks are for the storage and transport of school related items and personal effects. With reasonable suspicion, the administration reserves the right to inspect a student's backpack at any time. The school is very limited in its ability to track down items stolen from backpacks left unattended. In an effort to motivate students to care for their backpacks and personal effects, administration may do periodic sweeps of the campus to pick up any unattended items. Students will need to come to the office to retrieve their backpacks. Parents will be notified and enlisted to help students care for their belongings.

Student Driving And Private Automobiles

Operating private vehicles on campus is a privilege, not a right. Mesa Grande Academy stresses the importance of students handling their cars with care and mature responsibility. It is expected that all students will follow all California Motor Vehicle laws while operating their vehicles.

All student cars must be registered with the school office at the beginning of school. An identification placard will be issued and must be placed on the rear-view mirror. A parking space will be assigned and all vehicles must remain parked in their assigned space during school hours. Any change in the vehicles must be communicated to the school office. The central parking area is reserved for faculty and guest parking.

The following regulations will help define the appropriate use of vehicles on campus:

1. All motor vehicles driven by a student for school transportation must be registered in the school office.
2. All students must possess a valid Driver's License, and must provide proof of sufficient insurance as provided by law. All California Vehicle laws and regulations must be observed (e.g. each passenger must have a seat belt).
3. Students and parents are expected to drive safely and courteously at all times. A 5 mph speed limit must be observed while on campus.
4. Students are not to remain in their vehicles while on campus. Student vehicles must remain parked and unoccupied before, during and after school.
5. Vehicle stereos are to be heard only within the confines of the vehicle.
6. Permission to ride in another student's vehicle must be on file in the office.
7. A student may not borrow another student's vehicle or leave campus in a borrowed vehicle.
8. Students who secure prior permission to work on their vehicles in the automotive lab must drive them to the lab upon arrival, and leave them there as long as they are on the campus.
9. Vehicles must be operated on designated roads or parking areas only.
10. Students are not generally permitted to drive personal vehicles to off-campus school-sponsored activities. However under special circumstances, permission may be granted if the student drives alone or if an adult approved by administration rides in the car.

Students who violate driving or parking regulations are subject to disciplinary action and possible loss of campus driving privilege.

Students Of Age

Students who turn 18 years of age prior to graduation from Mesa Grande Academy surrender their non-minor rights while on campus or during any school-related activity. They are required to abide by all school rules and policies. This includes, but is not limited to, the signing of attendance irregularity notes, permission slips, off-campus privilege forms, and parent-teacher communication forms, all of which require parental involvement, approval, and signature.

Van Transportation

Mesa Grande provides van transportation to and from school from some locations in the Palm Desert and Hemet areas. Check with the school office for details.

The school vans are used only for field trips and other school related activities. A transportation contract must be signed by all students who attend Mesa Grande Academy. Whenever students are involved in school-related functions, such as field trips, club outings, and tour groups, the following guidelines for conduct are to be followed:

- Orderly conduct is expected of all students while loading, riding, and unloading.
- Students are to be seated promptly after boarding the school vehicle and remain seated while it is in motion.
- Students shall remain in the original seats chosen or assigned until the destination is reached. The exchanging of seats will not be permitted.
- Unloading of the vehicle and crossing the street are under the direction of the driver and field trip sponsor.
- Drinking and eating is not allowed on school vehicles, except for water.
- Students are to keep their hands to themselves. Harassment of others will not be tolerated.
- Hands, arms, and heads must be kept inside the vehicle at all times.
- Objects of any kind shall not be thrown from the vehicle.
- Students are not to make offensive remarks or gestures to pedestrians or motorists.
- Vandalism of any kind shall be fully chargeable to the student responsible.
- Courteous behavior and immediate response to the driver and requests for improved behavior as outlined in the above regulations, is expected of all passengers.
- Noncompliance with the above mentioned rules and/or the stated requests of the driver and/or a field trip sponsor may result in disciplinary action.

Additional Policies and Procedures

This handbook does not intend to contain every rule and procedure. Those rules and procedures for specific classes, or changes made during the year that are announced in worships, assemblies, classes, or posted, carry as much weight as those printed herein. Changes will be posted on the school website: www.mesagrandeacademy.org.

PARENT COMMUNICATION

Good parent-teacher communication is essential to a student's success.

Telephone/email

Telephone messages may be left for all teachers and they will return your call at their earliest convenience. Faculty and staff members may be reached via email using this formula: firstname.lastname@mgak-12.org (e.g. John Smith would be john.smith@mgak-12.org).

Facts

FACTS is a web-based site where the teacher can post grades, homework, a calendar, etc. for the students. This will keep you current on school events. Students and parents will be given an access code so they will be able to view their progress reports, watch class-related videos, or download documents. Teachers are required to upload grades once a week.

ParentSquare

ParentSquare is a web-based communication tool that allows the school to send newsletters, announcements, texts, and sign-ups via email, text, and/or the ParentSquare app. It is the parents'/guardians' responsibility to read these communications.

Parent-Teacher Conferences

Parent-teacher conferences are required for all parents during the second quarter for grades TK-6 and will be scheduled by the school. In grades 7-12, two-day meetings will be held in the middle of the first quarter. Parent-teacher conferences in the spring are optional for all parents, unless a teacher specifically asks for a conference. Parents are encouraged to schedule any additional parent-teacher conferences as needed during any time of the school year.

Parent Visits

As a courtesy to both the teacher and the students, no parent should interrupt a class to converse with the teacher or a student. When appointments are made through the office, parents are welcome to visit classes in session.

Conflict Resolution

We expect parents to promote and support the policies and personnel of Mesa Grande Academy, to speak positively about the school, and to direct any questions or concerns to the appropriate individuals. The following procedure is based on the Biblical model of Matthew 18 for resolving differences:

- Request a conference with the teacher.
- If resolution is not attained, a conference with the teacher and principal may be requested.
- If still unresolved, request another conference which shall include one or more of the following: the school board chairman, pastor, Southeastern California Conference (SECC) superintendent of school, or his or her designee.
- If the difficulty remains unresolved, a school board review may be requested. The problem should be submitted in writing. Should the problem involve a school employee, it must be reviewed in executive session with the SECC Superintendent of Schools or his or her designee.

SCHOOL SEARCH POLICY

The Mesa Grande Academy School Search Policy is effective for all students attending MGA. This policy is designed to balance the privacy of the individual student while allowing school officials to maintain a safe environment for all students.

- MGA reserves the right to search student property, including cars parked on campus, and personal belongings (including backpacks, purses, phones, or other electronics) for objects, materials, or evidence deemed non-compliant with the school rules and regulations, or which threaten the safety of the school or its students.

- School owned and controlled areas (including lockers, desks, computers or other electronic devices, and storage areas) may be searched without cause even if containing personal belongings of students. A student's personal computer, tablet, smart-phone, or other technology may also be searched when there is reasonable suspicion that the devices contain information relevant to a serious violation of a school rule, school policy or law.

- A limited search of the person of the student may be conducted by a teacher or administrator based on reasonable suspicion that the search will find contraband or evidence of a crime.

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

TECHNOLOGY AND INTERNET SAFETY POLICY

The use of technology is a privilege and an essential component of MGA's overall curriculum. MGA will make determinations on whether specific uses of technology are consistent with MGA policies for students and employees of MGA. MGA does not warrant that the technology resources will meet any specific requirements of the student or other users, or that it will be error-free or uninterrupted. MGA reserves the right to monitor and log technology use, monitor file server space utilization by users, and examine specific network usage (as deemed necessary) for maintenance, safety, or security of the technology resources or the safety of the user.

It is the policy of Mesa Grande Academy to:

- Prevent user access over its computer network or transmission of inappropriate material via the internet, electronic mail, or other forms of direct electronic communications
- Prevent unauthorized access and other unlawful online activity and damage to school resources
- Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors
- Comply with the Children's Internet Protection Act (CIPA) [Publ. L. No. 106-554 and 47 USC 254(h)]

Access To Inappropriate Material

To the extent it is practical, technology protection measures ("Internet filters") are used to block or filter internet access or other forms of electronic communications containing inappropriate information. Filtering, or blocking, is applied to visual depictions of material deemed obscene, child pornography, or to any material deemed harmful to minors, as defined by the Children's Internet Protection Act. The filter serves to block minors from accessing inappropriate matters on the internet and the World Wide Web.

The technology protection measures may be disabled only for bona fide research or other lawful purposes. Disabling technology protection shall only be performed by a member of the MGA Technology Team, or its designated representatives, and is subject to administrative approval.

Additionally, it is the responsibility of all members of the staff to supervise and monitor the usage of the online computer network and access to the internet to ensure that the same is in accordance with this policy. By using the filter program, as well as staff monitoring study use, MGA is attempting to provide a safe and secure medium by which students can use the internet, World Wide Web, email, chats, and other forms of direct electronic communications.

To the extent that it is reasonable, steps are taken to promote the safety and security of users of MGA's online computer network. Other inappropriate network usages, that MGA intends to eliminate, include:

- Unauthorized access, including so-called "hacking", and other unlawful activities
- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors

By enrolling at Mesa Grande Academy, the parent and student agree:

- To abide by all MGA School policies relating to the use of technology
- That the use of technology is a privilege

- That the use of technology will be monitored and there is no expectation of privacy whatsoever in any use of the technology

The parent/student further agrees and understands that the user may have his/her privileges revoked or other disciplinary actions taken against them for actions and/or misuse such as, but not limited to, the following:

- Altering system technology, including, but not limited to, software and hardware
- Placing unauthorized information, computer viruses, or harmful programs on and through the computer system in either public or private files or messages
- Obtaining, viewing, downloading, transmitting, disseminating, or otherwise gaining access to, or disclosing, materials that the school believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable
- Using technology resources for commercial, political, or other unauthorized purposes since the school technology resources are intended only for educational use
- Watching media (videos, music, etc), playing games, or any other unauthorized non-educational use during school hours
- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users
- Disrupting technology through abuse of the technology, including, but not limited to, hardware and software
- Malicious uses of technology through hate mail, harassment, profanity, vulgar statements, or discriminating remarks
- Cyber-bullying
- Interfering with others' use of technology
- Installation of software without the consent of the school
- Allowing anyone else to use any account other than the account holder
- Other unlawful or inappropriate behavior

The user also acknowledges and agrees that he/she is solely responsible for the use of his/her accounts, passwords, and/or access privileges, and that misuse of such may result in appropriate disciplinary actions (including, but not limited to, suspension and/or expulsion), loss of access privileges, and/or appropriate legal action. The user must also know, and further agree to the following:

- Should the user transfer a file, shareware, or software that infects the technology resources with a virus and causes damage, the user will be liable for any and all repair costs
- The user will be liable to pay the cost or fee for any file, shareware, or software transferred or downloaded, whether intentional or accidental
- Should the user intentionally destroy information or equipment that causes damage to technology resources, the user(s) will be liable for any and all costs

Violation of this Technology and Internet Safety Policy is also a violation of the MGA Code of Conduct and may result in any other scholastic disciplinary action, other than those specifically set forth above, including, but not limited to, suspension or expulsion.

Acceptable Use Policy

MGA's information technology resources, including email and internet access, are provided for educational purposes. Access to the internet and computer resources is a privilege, not a right.

Therefore, users violating this Acceptable Use Policy (AUP) may be subject to revocation of these privileges and potential disciplinary action. Adherence to the following policy is necessary for continued access to the school's technological resources:

1. I will respect and protect the privacy of others
    a. I will only use accounts that have been assigned to me
    b. I will not view, use, or copy passwords and data
    c. I will not access networks or websites to which I am not authorized
    d. I will not distribute private information about others or myself
2. I will respect and protect the integrity, availability, and security of all electronic resources
    a. I will follow all network security rules and regulations
    b. I will report security risks or violations to a teacher or network administrator
    c. I will not destroy or damage data, networks, or other resources that do not belong to me
    d. I will not use the school computer to stream audio or video or to play games unless I am doing so as part of a class assignment and I am monitored by a teacher or network administrator
    e. I will conserve, protect, and share these resources with other students and internet user
    f. I will not use unauthorized websites or technology to gain access to content otherwise blocked by the web-filtering device
3. I will respect and protect the intellectual property of others
    a. I will not infringe copyrights and I will not make illegal copies of music, games, or movies
    b. I will not plagiarize
    c. I will follow US Copyright Fair Use guidelines
    d. I will respect Creative Commons licensing
4. I will respect and protect the principles of community
    a. I will communicate only in ways that are kind and respectful
    b. I will report threatening or discomforting materials to a teacher
    c. I will not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass). I understand that participation in such activities, inside or outside the school, resulting in disruption to the learning environment, is subject to disciplinary action according to the school's code of conduct
    d. I will not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works)
    e. I will not use the resources to further other acts that are criminal or violate the school's code of conduct
    f. I will not send spam, chain letters, or other mass unsolicited mailings
    g. I will not buy, sell, advertise, or otherwise conduct business unless approved as a school project

Consequences for violation

Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources. To help ensure that the use of technology is secure and conforms with this policy, administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to protect school property or further

the health, safety, discipline, or security of any student or other person. They may also use this information in disciplinary actions and will furnish evidence of a crime to law enforcement.

- Parents, please discuss these rules with your student(s) to ensure they understand them
- These rules also provide a good framework for your student's use of computers at home, at libraries, or anywhere.

Device Policy

Students in grades 1-12 will be provided with a *school-owned device* for their use during class time. Students in grades 7-12 will be assigned a specific Chromebook and are responsible to plug them into the charging station as needed so they are ready to use. Students must not make any alterations to the hardware, the software configuration already set on the laptop, and may not attach stickers or labels to the device or its case.

- Due to device monitoring and IT support of the devices, students must use the school-provided devices for class.
- Students may not use computers that are assigned to someone else.
- Students may store personal files on the computer, however, the school is not responsible for lost documents/files. Students are encouraged to save files in Google Drive or the school server instead of individual devices, to better protect their data.
- The school will wipe out any information stored on the hard drive at the end of the year.

General Electronic Equipment

Personal electronic equipment is generally not allowed on campus unless they are designed and intended to be used for educational pursuits. This includes (but not limited to): Radios, Airpods, bluetooth headphones, audio players, IPODs, MP3/4 players (digital audio players), TVs, DVD players, portable speakers, video game controllers, electronic games, or any other electronic devices emitting sounds or signals.

Computers/tablets may be brought on campus for educational pursuits only. Entertainment or other non-academic use may result in the loss of the privilege to bring on campus.

Any allowed electronic item brought on campus is the sole responsibility of the student who brought the item. MGA cannot assume responsibility for items that are stolen, lost, or broken. These items must be secured and concealed except when their use is allowed. They must be secured in the student's possession or locker and not left in a backpack unattended. Any electronic equipment that is not authorized for use by a teacher, in a class, must be out of sight and not used throughout the school day.

Email and Cloud Access for Students

General student online account usage guidelines:

- MGA students are issued a Mesa Grande Academy email address through Google Education
- This address is utilized to communicate school business with the student. Students should check their school email daily
- The student Google accounts are also used to access Google's Cloud services (Google Suite) and any other educational online resources
- The student Acceptable Use Policy covers email as well as other technologies

Below is a general summary of guidelines related to email:

- Email is to be used for school-related communication
- Do not send harassing email messages or content
- Do not send offensive email messages or content
- Do not send spam email messages or content
- Do not send an email containing a virus or other malicious content
- Do not send or read email at inappropriate times, such as during class instruction
- Do not send emails to share test answers or promote cheating in any way
- Do not ever log in to or use the account of another person

Cell Phones, Smart Watches, Earbuds or similar electronics

For the health and well-being of all of our students, while at Mesa Grande Academy, we ask our students to take a break from the use of cell phones and similar devices at school. If brought on campus, devices must be turned in if required, or kept in the assigned locker or backpack. These devices may be used **only** with permission of a teacher or staff member. Cell phones/smart watches may be used on campus for communication with parents **only** before or after school. Earbuds may be used **only** during the same timeframes. Typical teenage uses of cell phones that include entertainment, gaming, social media, texting and other non-educational pursuits are put on hold for other times and places. **Students are not allowed to record other students or teachers without express permission.**

While smart watches and similar devices can be used for timekeeping purposes, they may not be used for communication or entertainment purposes.

In cases where "noise cancelling, white noise or music audio technology" is advised in IEP, ISP or 504 accommodations, we ask that parents provide over the ear headphones rather than earbuds or similar wireless devices. We ask that any music played meets the criteria for music proven to support academic focus:

- No music with lyrics
- The following musical genres are proven to promote focus and concentration
    - Classical Music
    - Nature Music
    - Cinematic Music
    - Video Game Music
    - Music between 50 and 80 beats per minute
    - Your Favorite Music (if it meets the criteria above)

Grades K-4

Students in grades K-4 may not bring cell phones, smart watches or similar electronic devices on campus. If you need to contact your child, the office will be happy to assist you in communication. Similarly, if your child needs to contact you, we will facilitate communication.

Grades 5-8

Cell phones/smart watches/earbuds may only be brought on campus for communication with parents before or after school. Phones/smart watches/earbuds are not to be used during school hours or while students are under MGA supervision. If they are brought on-campus, they must be checked-in with their homeroom teacher. Violations will result in confiscation.

If you need to contact your child, the office will be happy to assist you in communication. Similarly, if your child needs to contact you, we will facilitate communication.

For safety and privacy, after school phones may not be used to take pictures, play games, access social media, record, post to social media, or record video, during or after school hours.

Grades 9-12

Cell phones/smart watches/earbuds/smart glasses (e.g.airpods, etc…) may only be brought on campus to communicate with parents before or after school. They may only be used in class with the permission of the teacher. Teachers may require students to check-in their phones during class.

Violations will lead to confiscation. Any inappropriate use of cell phone or other device in text messaging, recording, posting, or communicating will lead to immediate confiscation, and may lead to further disciplinary action.

Consequences

If a student in grades TK-12 violates the communication device policy, they will have the following consequences:

1. **First offense—**The phone or device is taken by school personnel and turned into the office. The student may pick it up after school.
2. **Second offense—**The phone or device is taken and turned into the office. The student is required to meet with an administrator. The parent must pick up the phone.
3. **Third offense—**The phone or device is taken and turned into the office. The student is required to meet with an administrator. The parent must pick up the phone and meet with an administrator. A processing fee may be charged.
4. **Fourth offense—**Student loses the privilege of bringing a phone on campus for the rest of the semester. The parent must pick up the phone and meet with an administrator.

A teacher may give permission for students to use their phones during class for specific purposes.

Digital Communication

All digital communication on and off campus, including pictures and graphics, made from classroom computers, personal computers, tablets, and smart-phones must demonstrate a positive purpose and basic Christian principles of decency. **Should it come to the attention of the school that a student has been digitally communicating inappropriate content on or off campus, the student will be subject to disciplinary action as outlined in the Discipline Policy.** Every student should be reminded that they are expected to live in harmony with Christian moral principles both on and off campus.

Social Media and Online Platform Use

Social network sites are considered an extension of the classroom environment online and therefore are subject to these guidelines and the rules and regulations of Mesa Grande Academy. These guidelines are not meant to be exhaustive and do not cover every contingency.

Social Media—Social media sites such as Facebook, Instagram, Snapchat, Tiktok, Youtube, and other digital platforms and distribution mechanisms facilitate student communication with other students. Violations of school policy (e.g. harassing language, drug or alcohol policy violations, copyright infringement, etc.) or the evidence of such violations in the content of online social

networks or digital platforms are subject to investigation and disciplinary action under the Discipline Policy.

The school's guidelines are intended to provide a framework for students to conduct themselves safely and responsibly online.

Students at MGA should:

1. Remember that the social network is an extension of the classroom. Students should not post anything on a social network site that they would not say, write, or show in the classroom. Use common sense, but if students are ever in doubt, ask a teacher or parent whether or not what they are considering posting is appropriate.
2. Know that speech considered inappropriate in the classroom is inappropriate on a social network site and could subject students to discipline. This includes, but is not limited to, profanity; racist, sexist, or discriminatory remarks; personal attacks.
3. Respect rights of privacy and safety. Recording and/or posting pictures or video of teachers or other students without express permission is prohibited.

School Telephones

Teachers and students will not be called during school hours except in cases of emergency. Office phones are for school business only. The school will give its full cooperation in delivering necessary messages as promptly as possible.

Student Internet Usage

Educational Purpose—Use of the Internet has been established for a limited educational purpose. The term "educational purpose" includes classroom self-discovery activities. Internet access has not been established as a public access service or a public forum. Mesa Grande Academy has the right to place reasonable restrictions on the material students can access or post through the system. Each student is also expected to follow the rules set forth in this Acceptable Use Policy. Students may not use the MGA Internet connection for commercial purposes. This means students may not offer for sale or purchase products or services through the school's Internet connection.

Student Internet Access—Students will access the Internet only with direct knowledge of the teacher and when an adult is present in the room. Students will have internet access only under their teachers' direct supervision using a classroom account. Each student and their parent must sign an Acceptable Use Agreement in order to be granted permission to use the MGA Internet connection. The parent or teacher retains the right to withdraw their approval at any time.

Appropriate/Inappropriate Uses—The following uses of the Mesa Grande Academy Internet connection are considered unacceptable:

- A student should not post personal contact information of themselves or others on the Internet. Personal contact information includes address, telephone, school address, work address, etc.
- A student should not agree to meet with an online acquaintance without parents' approval.
- A student shall not duplicate contents of software, music files, etc… that are protected by copyright.
- Students shall immediately notify a teacher or other school employee if they have identified a possible security problem.

- Restrictions against inappropriate language apply to public and private messages, as well as material posted on web pages. Students shall not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Students shall not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students shall not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. Students must stop sending messages when asked to do so by the addressee.
- Students shall not knowingly or recklessly post defamatory information about any person or organization.
- Students shall not re-post a message that was sent to them privately without permission of the person who sent them the message.
- Students shall not post private information about another person.
- Students shall not plagiarize works that they find on the Internet. Plagiarism is the act of using and passing off someone else's ideas, inventions, writing, etc. and presenting them as one's own.
- Students shall not use the MGA's Internet connection to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
- Students shall not play games of any kind during class time without teacher permission.

If a student mistakenly accesses inappropriate information they should immediately tell the teacher or another school employee. This will protect the student against a claim that they have intentionally violated this policy. Parents should instruct their children if there is additional material that they think would be inappropriate for them to access. The school fully expects that students follow their parents' instructions in this matter.

Privacy—Students should expect only limited privacy in the contents of their personal files on the school's computers. Routine maintenance and monitoring of school computers may lead to discovery that a student has violated this policy. An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. Teachers or parents have the right at any time to request to see the contents of the student email files or other computer files.

Signatures of Compliance to this Acceptable Use Policy—Your signature signifying that you understand and accept Mesa Grande Academy's Acceptable Use Policy is required on the appropriate form before Internet access can be granted. It also means that you will abide by the standards of use as set forth in this policy.

VIDEO / DIGITAL RECORDING

Digital video recording takes place on campus in various capacities in public areas including classrooms, common areas, passageways, outside of buildings and sports areas. These recordings will meet FERPA guidelines and will respect reasonable privacy as required by law. Care will be taken to ensure that any video used in video yearbooks or promotional and social media venues, uphold the ideals of MGA and protect student privacy by not identifying individual students or showing students engaged in illegal or disrespectful behavior.

VIDEO USE POLICY

(Note: The term "Video" refers to all similar visual presentations such as videos, movies, DVD's etc.)

All videos shown in Mesa Grande Academy classrooms are to meet the following standards:

1. They shall be directly related to the curriculum and contribute to the academic program.
2. Lesson plans must identify the educational goals and instructional activities planned for use in conjunction with the video. These goals must be clearly communicated to the students.
3. Teachers are to include the Video Use Philosophy statement in their class syllabus. Elementary and Junior High teachers need to communicate this philosophy at Back-to-School night and/or in materials distributed to parents at the beginning of the school year.
4. Videos shall be shown only to age groups deemed appropriate by the Motion Picture Association of America (MPAA) ratings. Any video given a rating other than "G" by the MPAA shall be subject to the review and approval of the administration in advance of any showing.
5. Videos produced for educational use are considered to have a "G" rating. Discretion shall be shown in using these videos.
6. All videos used in classrooms must be previewed with the audience in mind.
7. In order to show any video that carries an MPAA rating other than "G", the teacher must notify parents of their intent to show such a film. The notification must include the name of the film, the MPAA rating and a short description of the content of the film. Signed parent/guardian permission must be on file prior to student viewing of the video/film.

Financial Policies

Please find the Financial Policy brochure available online and at the front office.

ACADEMIC EXPECTATIONS AND POLICIES

Academic Excellence

As Christians we look to Christ as an example of excellence and the school provides incentives and recognition to achieve this purpose. Students who have challenged themselves in achieving the highest level of scholastic performance are rewarded for their efforts.

Academic Integrity

Because Mesa Grande Academy emphasizes academic responsibility and citizenship in our student learning objectives, each member of this learning community will pursue high standards of ethical behavior as well as scholarship. Students and faculty of Mesa Grande Academy pledge to uphold academic honesty and integrity for the purpose of creating trust, respect, and growth in our commitment to God in all our academic endeavors.

Honor Code

Mesa Grande Academy holds the pursuit of knowledge in high regard. To support this endeavor, MGA believes that honesty, integrity, respect, and responsibility must be clear and demonstrable values among students, teachers, administrators, and parents/guardians. This Academic Honor Code outlines the basic requirements and responsibilities and is to be used as a guide for conduct in academic performance.

Honesty

- Tell the truth
- Present your own work only
- Give credit for all sources

Integrity

- Act in accordance with high moral principles
- Cooperate with efforts to maintain high moral principles
- Encourage high moral principles in others

Respect

- Consider each action as a chance to gain trust
- Create a community that values learning and learners
- Demonstrate self-respect

Responsibility

- Be willing to own what you do and say
- Embrace and advance the common good of Mesa Grande Academy
- Have the courage to do what is right

Academic Misconduct Definitions And Guidelines

- **Academic Integrity–** is a commitment to the values of honesty, trust, fairness, respect, and responsibility in the academic process
- **Cheating—**Giving or receiving unauthorized assistance in any academic work or examination. Using or attempting to use any unauthorized materials, information or study aids in an examination or academic work. Using dishonest, deceptive, or fraudulent means to obtain, or attempt to obtain credit for academic work. Examples that may be considered cheating includes but are not limited to:
    - Passing off another students work as one's own
    - Using note, aids, devices or the help of other students on any academic work or tests
    - Looking at or copying another student's homework, tests, answers or allowing another student to copy one's own work or answers
    - Obtaining answers from the internet, copying from the back of the book, or changing answers
    - Stealing tests, answer keys, or another's tests or papers
    - Habitual absenteeism on test/assignment days
    - Excessive outside assistance from a tutor, another student, source or individual to produce work or answers to substantially change the quality or accuracy of academic work
- **Plagiarism—**Representing the ideas or language of others as one's own.
    - Using text from another source (e.g. web sites, books, journals, newspapers, etc.), without documenting the source. Using a direct quotation from a text without quotation marks, even if the source has been cited correctly.
    - Paraphrasing or summarizing the ideas or text of another work without documenting the source
    - Substituting a word or phrase from the original text while maintaining the original sentence structure
    - Citing sources incompletely with intention to deceive
    - Using graphics, visual imagery, video, or audio without permission of the author of material or acknowledgement of the source
    - Translating text from one language to another without citing the original work
    - Obtaining packaged information (e.g. foreign language translation or a completed paper from an on-line source) and submitting it as one's own work without acknowledging the source
- **Falsification—**Falsifying or inventing any information, data or citation in any academic work.
- **Multiple Submission—**Submitting substantial portions of any academic exercise more than once without prior authorization and approval of the teacher.

MGA teachers try to create a learning environment that supports academic integrity and hold students accountable for complying with the Academic Integrity Guidelines.

It is the student's responsibility:

- To read, understand, and follow the Academic Integrity Guidelines
- To authenticate any assignment submitted to a teacher, including the use of Google Classroom or any other digital means. Students must be able to produce proof that the submitted assignment is actually their own work by:
    - Keeping copies of all drafts of work
    - Keeping photocopies of research materials (including information from the internet)
    - Keeping notes, note cards, source cards
    - Keeping logs of work on assignments and papers
    - Saving drafts or versions of assignments electronically under individual file names

- To include proper documentation by including one or more of the following:
    - Following the school approved documentation format per teacher discretion
    - Submitting an "acknowledgement page" (when applicable) to credit help given by others (e.g. help that has been approved by the teacher giving the assignment)
    - Using Works Cited and/or Reference pages accurately and appropriately
    - Submitting only his/her own work

K-6 Academic Misconduct Consequences

Teachers will provide direct instruction to K-6th grade students in the areas of academic integrity and academic misconduct. Elementary students who engage in academic misconduct will be initially addressed by the teacher:

- Students will be asked to process in written form, what they did incorrectly, possible reasons, and future plans to avoid this behavior in the future. The student may be required to redo work.
- For academic misconduct behaviors that do not correct, more punitive actions such as missing recess, separation from the class, loss (or partial loss) of credit for assignments and other actions may be taken.

7-12 Academic Misconduct Consequences

Plagiarism and cheating in any form is unacceptable at any time. MGA teachers will deliberately instruct and model acceptable academic conduct. MGA expects that the grades students receive reflect, in the fairest possible way, the academic work they have completed.

Students who engage in academic dishonesty or cheat will be addressed as follows:

Category 1 - Minor academic dishonesty offenses, typically unplanned or spontaneous actions.

- Examples: Copying homework, giving your homework to another student, looking at another student's answers/minor communication during a test/quiz, minor plagiarizing, changing answers while grading, other infractions not listed.
- The student may receive partial or no credit on the assignment.
- The teacher will conference with the student and the incident will be recorded in our Student Information System. 1-4 demerit points may be assigned—see Discipline Policy.
- Parent(s) will be notified.

Category 2 – Intentional and planned actions of academic dishonesty, typically related to a single assignment.

- Examples: Bringing/using a "cheat sheet" on a test, using an electronic device to record or obtain answers during a test/quiz, planned/intentional communication during a quiz/test, recording answers from a testing session and/or providing to others, submitting other's work as your own, changing answers while grading, two or more Category 1 infractions, other infractions not listed
- Student will not receive credit on the assignment
- The teacher will conference with the student and parent, and the incident will be recorded in the Student Information System. Discipline actions including suspension may apply. 5-8 demerit points may be assigned—see Discipline Policy

Category 3 – Serious issues of academic dishonesty involving intentional malicious action, involving multiple assignments or involving pre-planned cheating in collaboration with others.

- Examples: Stealing/using a test without teacher knowledge/permission, changing grades in school database, pre-planned communication with others during assessments, multiple infractions in Category 1 and 2, other infractions not listed
- Student will meet with Administration and parents. Consequences could include suspension, mandatory withdrawal from the class, or withdrawal from Mesa Grande Academy. 9-12 demerit points will be assigned—see Discipline Policy

Any further instances of academic misconduct will be subject to disciplinary action that would lead to suspension, withdrawal, or expulsion from MGA.

Academic Performance (Grades 7-12)

Mesa Grande Academy Academic Eligibility requires a "C" or 2.0 level GPA with no F's and no more than 2 D's at the end of any grading period. When a student falls below the minimum academic standard the following actions are taken:

1st occurrence	**Academic Probation Status:** Warning period – Student must correct academic performance and deficiencies.
2nd consecutive occurrence	**Academic Suspension Status:** Student is placed on suspension status for the next grading period. Student is not allowed to play in team sport competitions and/or participate as a Class/SA officer
3rd consecutive occurrence	**Academic Ineligibility Status:** Student is placed on ineligibility status for the next grading period. Students will be removed from any currently enrolled sport class. Student must resign from Class/SA office.

A student can move to eligible status at the end of any grading period by correcting the academic deficiency. If a student has not resolved the deficiencies after the 3rd consecutive occurrence, continued enrollment will be reserved until the Administrative Council has met and evaluated the student's potential and/or interest in future academic success at Mesa Grande Academy. A student may be asked to establish a pattern of academic success elsewhere for a minimum of one semester before re-applying to MGA. A student who is reaccepted may be subject to a probationary contract.

Grade Reports

Progress grade reports are issued to the parents or guardians and to students at the close of each 4 ½ week grading period for grades 7-12 and at the close of the 9 week grading period for grades TK-6. All grades are recorded on the student's permanent record at the semester.

Grading System

TK and Kindergarten:

- I – Independently achieves objectives and performs skills
- P – Progressing toward objectives and performing skills
- NT – Needs more time to develop
- Blank Box – Not addressed this grading period
- E - Excellent
- S - Satisfactory
- N - Needs to Improve

Grades 1-2:

- E – Doing very well or I - Independently achieves objectives
- S – Making acceptable progress or P - Progressing toward objectives
- N – More progress needed or NT - Needs more time to develop

Grades 3-12:

- A – Superior
- B – Above Average
- C – Average
- D – Unsatisfactory
- I – Incomplete
- F – Failure

Incomplete

A student may receive an incomplete (I) in a subject because of extended or excessive illness or other extraordinary circumstance. An incomplete is generally issued at the teacher's discretion. The work related to any quarter or semester incomplete must be completed within the next 4 weeks. Incompletes not made up within the time limit will automatically turn to an F.

Late Work Policy

Students will be allowed a minimum of one day per daily absence to make up missed work. At the teacher's discretion additional time may be given. Planned absences must be pre-arranged. Students are to make arrangements as far in advance as possible with all teachers regarding class work that will be missed. Students who will miss classes due to scheduled varsity games or other school-related absences are required to obtain class work prior to the absence. Unless specifically granted by the teacher, there is no make-up time for school-related absences. Students must plan ahead for school-related absences.

Extra-Curricular Classes/Trip/Tour Participation Policy

Extra-Curricular Classes, trips and tours are an important part of the school program at Mesa Grande Academy and are also important to the personal growth of students. All students will be eligible to participate in the activities of the groups in which they hold membership except in the following instances:

- The faculty sponsor of the activity and the school administration has reason to believe that the student's participation will jeopardize the safety of other students or the reputation of the school.
- The faculty sponsor of the activity cannot reasonably guarantee the safety of the student.
- The student has more than 7 referral points and receives Level 2 points during the 4 weeks prior to the trip.
- Other issues such as graduation status, financial status, or failing grades in other classes may also affect trip eligibility.

If a student is eligible to participate in the activity based on the above criteria, but participation may seriously place in jeopardy the student's ability to pass a class or to graduate, the school may strongly recommend that the student not participate. Should the student's parents wish to override this recommendation, they will be given a letter to sign indicating that they recognize that this decision may put their child in academic jeopardy

ATHLETIC POLICY

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

Goals

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

Athletic Participation Guidelines

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

Eligibility requires a C or 2.0 GPA with no F's and no more than 2 D's **at the end of any grading period and an acceptable attendance record**. When a student falls below the minimum academic standard the procedures and consequences are:

*1st occurrence - **Academic Probation Status***

Warning period – Student must correct academic performance and deficiencies. If any varsity sport class begins while a student is on academic probation, they may enroll in the class. Also if they are already taking the class and they are placed on academic probation they may continue to take the class until the end of the probation grading period.

*2nd consecutive occurrence - **Academic Suspension Status***

Student is placed on suspension status for the next grading period. Student is not allowed to play in team sport competitions and/or participate as a Class/SA officer. If any varsity sport class begins while a student is on academic suspension, they **may not** enroll in the class. However, if they are already taking the class and they are placed on academic suspension, the student may continue in the class but **will not** be allowed to play in games. To receive academic PE credit for the varsity sport class, the athlete is still responsible for attending/participating in practices and attending home games, however they may not attend any away games.

*3rd consecutive occurrence - **Academic Ineligibility Status***

Student is placed on ineligibility status for the next grading period. Student will be removed from any currently enrolled teaching sport class. Student must resign from Class/SA office. If any varsity sport class begins while a student is on academic ineligibility, they may not enroll in the class. Also, if they are already taking the class and they are placed on academic ineligibility they must immediately drop the class, and will not receive any academic credit.

A student may move to eligible status at the end of any grading period by correcting the academic deficiency. The Athletic Director reserves the right to place any student athlete on probation, suspension, or ineligibility at any time, where concern for the academic welfare of the student warrants further action.

Student athletes must also maintain the following standards:

- Student must have satisfactory attendance as determined by the attendance policy.
- Student must display a Christian attitude representative of MGA.
- Student must show a willingness to work and learn to the best of his/her ability at all times.
- Student must be cooperative in all tasks both on and off the playing surfaces.

Game Participation

In order to participate in a game, a student must have **attended all regularly scheduled classes in that school day**.

GRADES 7-8 SPECIFIC ACADEMIC PROGRAM INFORMATION

Graduation Requirements

Students must have satisfactorily passed all required grade levels in order to graduate from Mesa Grande Elementary at the end of the 8th grade school year. Students that have not satisfactorily completed all of the course work for a particular grade level may be required to do additional home study or summer school course work.

- Students that have two or more uncompleted classes at the time of graduation may not be allowed to participate in the graduation ceremony at the end of their 8th grade year, and may not receive their diploma until the coursework is made up.
- A student who receives two F's or a GPA of less than 2.0 in any academic evaluation such as a mid-term or quarter may be asked to agree to an academic contract.
- A student may be asked to withdraw from school upon receiving three F's during a single grading period. Appeals may be addressed to the Administration.
- Parents will be notified when their child's academic status is in jeopardy. A passing midterm grade does not guarantee a passing grade at the end of the quarter.

GRADES 9-12 SPECIFIC ACADEMIC PROGRAM INFORMATION

Class Standing

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

Freshman First year academy student

Sophomore Academy student who has completed 60 semester periods

Junior Academy student who has completed 120 semester periods

Senior Academy student who has completed a minimum of 180 semester periods. Must be eligible for graduation at the end of the school year and be enrolled in a minimum of 5 classes (generally 25 semester periods) each semester.

Class Load

All regular students must register for a minimum of 5 classes (generally 25 semester periods). Home school student requirements for individual classes will be arranged by the registrar.

Student Schedule Changes

A student may make changes in his or her class schedule upon consultation with the Academic Advisor. To add or drop any class, a student must receive a form from the Academic Advisor, an add/drop slip to be signed by the student, parents, guidance counselor and teachers involved. The add/drop slip must be turned in to the Academic Advisor with all necessary signatures before the change in registration is complete. Students must have submitted a completed add/drop slip **and** receive approval from the Academic Advisor before the student may cease attendance in the class, and/or before the student may attend a class that has been added.

Class Addition

Students will not be allowed to add a class to their schedule after the first two weeks of the beginning of a new semester unless written permission has been obtained from the class instructor.

Class Withdrawal

A student may drop a class during the first two weeks of a semester without any record on the transcript. For classes dropped after the first two weeks of the semester and up to 2 days after grades are due for the first or third quarter, a student will receive a WP (Withdraw Passing) or WF (Withdraw Failing) on their transcript. A class may not be dropped at any other time. A class not dropped in the proper manner is considered complete and credit is recorded as earned.

Challenging A Class

Waiver of the required class is based on achieving the required competency level on the Pacific Union Conference proficiency test. A waiver of the requirement does not reduce the minimum 240 semester periods required for graduation. A $35.00 recording fee will be charged.

Transfer Of Credit

Mesa Grande Academy reserves the right not to accept courses taken elsewhere as part of the 240 units needed for graduation. Transfer students will receive credit only after evaluation of their

transcript. Letter grades will not be accepted unless the transcript is from an accredited school approved by the Pacific Union Education Department. If the transcript is for the sophomore or the junior year, students may not be eligible for Cal Grant or other aid when applying for college.

Correspondence Work and/or Outside Credit

Advanced arrangements must be made with the school in order for students to receive credit for non-MGA classes (correspondence, online courses, summer school work, etc...). Students are not permitted to take non-MGA classes for a course which is offered and required for the *Standard Diploma* at MGA. Exceptions include:

- A student who has failed a class at MGA may be allowed to retake a comparable non-MGA class. (All efforts will be made to allow a student to recover these credits in a student's schedule at MGA.)
- Non-MGA classes may be approved if there is a conflict for graduation or a special educational need has been identified. Transferred credit will be honored only for classes taken from an accredited institution.
- Students wishing to take an advanced course off-campus or online (AP course or other similar advanced course that MGA does not offer), may submit, prior to the start of the course, a detailed request/plan that includes the course to be taken, accreditation information about the institution providing the course work, details on the course content, and provision for legal transfer of credit from that institution to MGA.

For students wishing to earn a College-Prep Diploma from Mesa Grande Academy, all courses (including UC a-g courses) that are required for the College-Prep diploma MUST be taken at MGA while in attendance (See College Prep Diploma Requirements below).

Consideration will be given to students who will be juniors and seniors to take elective classes and correspondence work outside of MGA if they wish to increase the number of classes taken during high school and they meet the additional criteria:

1. One must have satisfactory attendance in the current school year.
2. One must take a minimum of 6 classes (generally 60 semester periods) during the following school year (5 classes - generally 50 semester periods) minimum per semester if a senior and not required to take PE credits).
3. The transcript (or acceptable evidence of progress) is on file in the registrar's office by the end of the third quarter.

Credit Deficiencies

Students who have academic deficiencies due to changing schools or making less than passing grades may need to take summer school or correspondence courses in order to graduate with their original class. Failure to provide proof of compliance with summer requirements may result in denial of admission.

Academic Progress Reports

Academic progress is recorded on a semester system. Each semester is divided into two periods of approximately nine weeks (quarters). The quarters are divided into 4 ½ week grading periods. At the end of each period an academic progress report showing student progress is sent to a parent(s)

or guardian(s). Only semester grades are recorded on the official transcript. Parent/Teacher conferences are at the end of the first and third grading periods.

Repeating A Class

A student is allowed to repeat a class in order to raise the grade earned for that subject. Although the previous grade will still appear on the transcript, the new and/or higher grade will also appear and will be the one used to calculate the student's GPA. A student who has failed a class at MGA may be allowed to retake a comparable non-MGA class (see Correspondence Work and/or Outside Credit above).

Transcripts

Diplomas will be issued only when the student's account is paid in full. Three (3) transcripts will be issued to graduated seniors without charge (after the grades are recorded for the second semester); there will be a processing fee for each additional transcript. A written request is required for the school to release a transcript.

I-20 Students

All I-20 students must be enrolled at Mesa Grande Academy for a minimum of two years in order to graduate. Tuition and fees must be paid in advance. Sixty units will be accepted per year from transcripts. Students must meet minimum requirements for ITEP, TOEFL Jr, TOEFL IELTS or other acceptable English proficiency tests, or they will be required to enroll in ELL classes to increase English proficiency. Students must be at a sophomore reading level to graduate. Additional English work experience requirements may be adjusted. Detailed requirements are available from Administration.

Testing

A regular program of standardized testing is administered each year for all students in grades 9-10. These tests are used to evaluate a student's needs. A nationally-normed test of academic proficiency is administered annually to evaluate the progress of individual students and the school as a whole. Sophomores and Juniors are expected to participate in the optional PSAT exam which MGA administers. Seniors are encouraged to participate in the optional college entrance exams, ACT and SAT. Information regarding the location, dates and fees for these exams can be obtained from the guidance counselor.

GRADES 9-12 COURSE WORK AND GRADUATION REQUIREMENTS

Graduation activities for the 12th grade class are planned and conducted by the administration of Mesa Grande Academy. Student participation in graduation activities is a privilege and not a right. The administration of the school reserves the right to deny participation in the graduation activities to any student who does not meet the established criteria for academic and citizenship standards. During the graduation activities, any student who refuses to abide by the specific instructions/guidelines that are given by the class sponsor(s) and/or administrators will be denied the privilege of continued participation in the remaining graduation activities.

Change of Requirements—MGA reserves the right to change or add course requirements to meet State and Pacific Union Education Department recommendations, at any time.

Graduation Eligibility

The Graduating Class list is created in March and is made up of seniors who meet the following criteria:

- Are not on contract in any class that is required for graduation
- Have completed any required home study courses
- Have no incompletes in a class required for graduation
- Have completed 100 hours of Community Service (25 hr required for each year of attendance at MGA)
- Have completed 100 hours of Work Experience requirements
- Have financial clearance from the MGA Business Office

Fine Arts	5 semester periods
Electives	Minimum 25 semester periods of elective credit

Basic Diploma

This diploma is for students who have documented learning difficulties and petition for a variance from the *Standard Diploma*. If the petition is accepted, the student must meet the Pacific Union Conference minimum number of units required for graduation. Course work may be modified depending on need and this will be indicated on transcripts.

Certificate Of Attendance

When a student is unable to achieve acceptable levels of academic performance, yet the parent wishes for their student to be enrolled at Mesa Grande Academy, a student may be placed on a track to receive a Certificate of Attendance. For more information, see Administration.

Graduation age

All students, domestic and international, may not reach 20 years of age prior to the day of graduation.

College Prep Diploma Requirements by Year

Subject Area	***Freshman***
Religion	9th grade Bible Encounter
English	English I
Math	Algebra I-A or Algebra 1
Integrated Science	Physical Science/STEM (1 sem)
Physical Education	Fundamentals of PE
Computer Technology	(1 sem)
Health	Health (1 sem)
Modern Language	Spanish I
Fine Arts	As Schedule Allows
Electives	As Schedule Allows
Total Credits	**70 semester periods**
Subject Area	***Sophomore***
Religion	10th grade Bible Encounter
English	English II
Math	Algebra I-B, Algebra II, Geometry
Science	Biology I
Physical Education	PE or Varsity
History	World History
Modern Language	Spanish II
Fine Arts	As Schedule Allows
Electives	As Schedule Allows
Total Credits	**70-75 semester units**
Subject Area	***Junior***
Religion	11th grade Bible Encounter
English	English III
Math	Algebra II or Geometry
Science	Chemistry
Physical Education	PE or Varsity
History	U.S. History of APUSH
Fine Arts	As Schedule Allows
Electives	As Schedule Allows
Total Credits	**70-80 semester units**

Subject Area	***Senior***
Religion	12th grade Bible Encounter
English	English IV or College English
Math	Geometry, Pre-Calculus & College Algebra
Science	Physics, Bio II
Physical Education	PE or Varsity
History	Government/Economics
Fine Arts	As Schedule Allows
Electives	As Schedule Allows
Total Credits	**70-75 semester units**

Community Service Hours - 25 hours per year of attendance at Mesa Grande Academy

Four Year Attendance

Each student is expected to spend the full four years in high school. Attending summer school or carrying more than a normal load during the regular school year should be regarded as an enrichment of the student's education rather than as an accelerated program.

Accelerated Study

Mature or exceptional students may under certain conditions complete the requirements for graduation in less than four years with faculty and Academic Standards Committee approval. (See Pacific Union Education Code - Advanced Placement Policy).

1. The student must have a cumulative 3.5 GPA.
2. The student must have a composite score at the 85th percentile on the Pacific Union Conference-adopted standardized achievement tests.
3. The student meets all graduation requirements.
4. The student maintains satisfactory attendance.
5. The student's parent must submit the request form, to the principal, no later than the end of the first semester of the sophomore year. (Forms are available in the office).
6. The request and projected courses must have the voted recommendation of the Academic Standards Committee and be approved by the faculty.

Senior Transfer Students

A senior transfer student must be in attendance at Mesa Grande Academy for the complete second semester of their senior year before a diploma will be issued by the school. The student must also be enrolled in a minimum of 5 classes (generally 25 semester periods) at Mesa Grande Academy and must meet the current requirements for the graduating class. A fee will be charged for any required classes needed to graduate that must be taken outside the regularly scheduled class time.

Academic Honors

Students who have a cumulative academy GPA of 3.5 - 3.74 for seven semesters will graduate with Honors. Students with a cumulative GPA of 3.75 - 4.0 will graduate with High Honors. GPA

calculations will include a maximum of 30 units of PE/Varsity and a maximum of 20 units of Fine Arts. Academic medallions are awarded to students with a minimum GPA of 3.5. This is based on the weighted grade point average of 1st semester and 3rd quarter grades of the current year.

Course Descriptions

Course descriptions are located on o

College Prep Diploma Requirements

This diploma is designed to encourage students to take all the courses recommended for college. Students must have at least a 2.5 GPA and achieve at least a 10th grade proficiency in all sections of the MAP Test to receive a *College-prep Diploma*. The following classes are required for a College-Preparatory diploma and must be taken at MGA if offered (except for courses already completed when transferring into MGA):

Subject Area	College Prep Diploma	Additional Note
Bible/Religion	40 semester periods	*10 units for each year of attendance at MGA/SDA school
English	40 semester periods	
Health Education	5 semester periods	
Mathematics	30 semester periods	Algebra I, II and Geometry are required, Pre-Calculus / College Algebra sequence is recommended
Modern Language (Language Other Than English)	20 semester periods	Two years of same foreign language is required
Physical Education	30 semester periods	Varsity Credit may fulfill graduation requirements for 10th-12th grades
Laboratory Science	30 semester periods	Biology, Chemistry and Physics and/or Biology II are required
Social Studies	30 semester periods	World History, U.S. History, U.S. Government, Economics are required
Computer Technology	5 semester periods	
Fine Arts	20 semester periods	
Electives	20 semester periods	
Community Service	25 hrs per year	Required for each year of attendance at MGA
Total Credits	270 semester periods	

Standard Diploma Requirements

This diploma is designed for students who choose not to take all the required courses for the *College-prep Diploma*. The standard diploma differs from the *College-prep Diploma* in the following areas:

Science	20 semester periods (10 semester periods of a biological science lab course and 10 semester periods of a physical science based course – lab or non-lab)
Mathematics	20 semester periods
Modern Language	None required