

GREAT LAKES ADVENTIST ACADEMY

P.O. Box 68

7477 Academy Road

Cedar Lake, MI 48812-0068

Phone: (989) 427-5181

Fax: (989) 427-5027

Email: glaa@glaa.net

Website: www.glaa.net



Accredited by:

*Association of Seventh-day Adventist
Secondary Schools and Colleges*

and

*Middle States Association Commissions on
Elementary and Secondary Schools*

MISSION STATEMENT

Great Lakes Adventist Academy exists to aid students
in becoming responsible, productive, discerning adults
with Christ as the center of their lives.

Name: _____

Grade: _____

FACULTY & STAFF

• Administrative

Dario Coggins	Boys Assistant Dean
Delwin Garcia, BA	Principal
James (Skip) Hann	Development & Recruitment Director
Terry Hann	Girls Assistant Dean
Matt Hill, MA	Boys Head Dean
Hinkle, Ariel	Girls Assistant Dean
Linda Johnson	Girls Head Dean
Arlene Leavitt, AS	Assistant Development Director
Gregory Leavitt, BBA	Business Manager
Kassie Norcross, MS	Attendance - Labor Coordinator - Vice Principal
Hilda Reichert, AS	Administrative Assistant - Registrar

• Instructional

David Carter, MAT	A&P - Biology - Envr Sci - Chemistry - Physics - Welding - Auto Mech
Delwin Garcia, BA	English 1
Todd Gardner, BS	Computer Sciences
Cindy Hall, MA	Accounting - Computer Applications
Millene (Sietie) Heslop, BA	Algebra - Adv Math
Thomas Heslop, MA	Advanced Composition - English 2 - Speech & Writing
Matt Hill, MA	Psychology
Arlene Leavitt, AS	Publications
Loralee Mendez, MA	American Literature
Andres Mendoza, BA	Choirs - Instrument Lessons - Wind Symphony
Kassie Norcross, MS	Personal Finance
Cindy Peterson, MA	Health - Life Skills - Religion 1 & 4
Doug Peterson, MA	Geometry
Bruce Reichert, MA	Cont Issues - US Government - US History - World History
Olena Rybachok, MMus	Handbells - Piano - Organ
Stephanie Smart, MA	Spanish
Beth Wallace, BA	Photography
Tedd Webster, BS	Physical Education - Gymnastics

• Support Staff

Warren Blaisdell, CDM	Food Service Director
Kevin Norcross, BS	Plant Services Director
Terry Papendick	Food Service Supervisor
Amy Voss, AS	Business Office Supervisor
Michele Ward	SA Sponsor - Food Service Supervisor

TABLE OF CONTENTS

History of Great Lakes Adventist Academy	6
Philosophy & Educational Objectives	8
Christian Service	9
Admissions	9
Non-Discrimination Statement	9
Sexual Conduct Statement	9
School Rights	10
Right to Appeal	10
Academic Information	10
Diploma Requirements	16
Courses of Study	17
Course Descriptions	18
Financial Information	26

STUDENT HANDBOOK

Asbestos (<i>AHERA</i>) Policy	30
Attendance	30
Unexcused Absences	30
Excused Absences	30
Tardiness	30
Disciplinary Unexcused Absence	30
Weeks of Prayer	30
Unusual Requests/Special Family Vacations	30
Attendance Discipline	31
First Level	31
Second Level	31
Third Level	31
Excessive Absences	31
Banquet Privileges	31
Bicycles	31
Bookstore	31
Campus Conduct	31
Cafeteria	32
Caffeine & Body Enhancing Drinks	32
Card Playing	32
Cell Phones	32
Cheating/Honesty Policy	32
Closed Weekends	33
College Visits (<i>by Seniors</i>)	33
Contraband	33
Daily Schedule (<i>typical</i>)	33
Discipline Policy	33
Discipline Pertaining to Contraband (chart)	34
Bullying/Harassment	35
Disrespect Toward a Staff Member	35
Fighting	35
Hazing	35
Insubordination	35
Investigations	35
Leaving Dorm/Wrong Dorm	35
Major Discipline	35

Occult.....	35
Probation (see <i>Month-by-Month Probation</i>)	35
Sexual Relations	35
Discipline Pertaining to Conduct (chart)	36
Social Indiscretion.....	37
Substance Abuse (including <i>DARE Program</i>).....	37
Supervised Activity	37
Visits to Campus	37
Withdrawal	37
Doctor Appointments.....	37
Dorm Clubs	37
Dress Code.....	38
Emergency Drills	39
Engagement/Marriage Announcement.....	40
Entertainment.....	40
Graduation Weekend Policy.....	40
Gum Chewing	40
Hall Decorum.....	40
Housing.....	40
Leaving Campus	40
Locker Use	41
Medical Services (see <i>Student Health Services</i>)	41
Month-by-Month Probationary Review.....	41
Motor Vehicles	41
Music	41
National Honor Society	41
Off-Campus Visitors	43
Principal's List	43
Religious Activities.....	43
Saturday Night Programs	43
School Uniform Purchases	43
Security Cameras	43
Social Indiscretion (see <i>Major Discipline</i>)	43
Socializing & Escorting.....	43
Special Study Hall.....	44
Student Health Services	44
Student Offices & Qualifications	44
Suicide Attempts	44
Telephones/Student Voicemail.....	44
Tithing	44
Tutors	44
Work	45

DORMITORY HANDBOOK

Your Room	45
Appliances.....	45
Food in Rooms	45
Lights.....	45
Room Changes	45
Room Care.....	45
Room Decorations.....	45
Room Furniture	45
Room Locks	45
Room Reservations.....	46
Room Size/Window Size.....	46
Roommate/Rooming Alone.....	46
Your Dormitory	46

Computers (<i>Skype & WIFI</i>).....	46
Dean's List.....	46
Dorm Student Staff.....	46
Emergency Drills	46
Janitorial Supplies	47
Laundry Rooms	47
Mail	47
Pets	47
Recreation and Weight Room.....	47
Sleeping In A Friend's Room	47
Social Indiscretion.....	47
Student Bank	47
Telephones - Faxes - Voicemail	47
Visitors.....	47
What To Bring	48
Your Dormitory Appointments	48
Dormitory Clubs.....	48
Medications (<i>Prescription & Non-Prescription</i>).....	48
Sabbath Preparation.....	48
Sickness	48
Sign-Out Sheet	48
Your Campus.....	48
Graduation Weekend Policy	48
Walk Area	48
Weekend Leaves.....	48
Weekend Appointments.....	49

GENERAL INFORMATION

On November 2, 1986, a special constituency meeting of the Michigan Conference of Seventh-day Adventists voted to merge Adelpian Academy and Cedar Lake Academy. This vote set into motion the process that culminated in the establishment of Great Lakes Adventist Academy (GLAA) on the grounds of what was formerly Cedar Lake Academy.

The school is centrally located on M-46, four miles east of the village of Edmore. This rural setting encourages an appreciation and love for nature. The spacious grounds and modern buildings provide the students with a comfortable atmosphere in which to live and learn.

When GLAA opened its doors for the 1987 - 1988 school year, it did so with a commitment to continue the combined years of service that characterized Adelpian Academy and Cedar Lake Academy.

■ HISTORY

Even though GLAA is Michigan's newest boarding academy, in a very real sense it is also the oldest. Our school is dedicated to carry on the traditions begun by Cedar Lake in 1898 and Adelpian in 1904. We present here a historical glimpse of the two schools that provide the foundation upon which we are building.

Cedar Lake Academy was founded on December 2, 1898, with the five dollar purchase of a two-story public school building. When Professor J. G. Lamson, first principal, arrived at Cedar Lake, the district school was still in session, but he was permitted to use a little recitation room as his office. This room and another little room represented the beginning of the administration of Cedar Lake Academy.

With some renovations and the addition of a basement, the 48' x 30' school building provided space for classrooms, dormitories, principal's home, dining-room and kitchen. School opened on January 16, 1899, with about thirty students. Mr. H.W. Johnson and Mr. and Mrs. Lamson were the academic family. Frank Mosebar was in charge of the farm, and his wife was the matron.

Incorporated under the name Cedar Lake Industrial Academy on March 21, 1902, the school taught a very practical curriculum. Along with the basics of Bible, English and Mathematics, the school also taught printing, tent-making, bookkeeping, agriculture, blacksmithing, beekeeping, food preparation and carpentry. The first two graduates completed grade ten in June of 1907. It remained a ten-grade school until 1920 when eleven students graduated from grade twelve.

The administration building was destroyed by fire in 1910. Construction on the new building was begun immediately and without interrupting the school program. It was finished by graduation time of 1911. That building was in service until the new administration building took its place on March 15, 1974. A new girls dormitory was opened in 1967, and a new boys dormitory was completed in 1969. The food service complex was opened in 1971. Then in 1999, we opened the doors to our new Physical Education Fitness Center complex. From a one-building establishment, Cedar Lake Academy became a multi-building plant. Through the years a variety of industries provided work for the students. Some of these included a school farm, the Butler Food Company, Rhodes Bake-n-Serve, Cedar Lake Mill and Cedar Lake Academy Industries. The dignity of labor was always an integral part of the school's philosophy.

Adelpian Academy was founded on September 22, 1904, when at its annual meeting,

the Seventh-day Adventist East Michigan Conference resolved to “take immediate steps to raise \$5,000 for the purpose of establishing an academy”. A farm near Holly was purchased, and the school was started immediately. They opened in January of 1905. Six students were enrolled and attended classes in the farmhouse. Professor and Mrs. J.G. Lamson, who were also the founders of Cedar Lake Academy, were the first teachers. By the end of the first year, the enrollment had reached seventeen.

For the first full school year the farmhouse was used as the home for the girls and some faculty members. A nearby farmhouse was rented for the boys dormitory, and a temporary building was erected for classrooms and offices. Because this building was covered with tar paper, it was known as the “Black Chapel”.

In February of 1906, the rented home burned down. The boys were forced to crowd into the attic of the “Black Chapel” for the remainder of the school year. By the Fall of 1906, the two new buildings were ready for occupancy. The main building housed a chapel, classrooms, offices and a boys dormitory on the third floor. The girls dormitory included a kitchen, dining-room and guest rooms.

Adelphian Academy was a ten-grade school until 1914, when the 11th grade was added. By 1917, the 12th grade status had been reached.

The farm was the main industry of the school until 1927, when a woodworking industry, begun by Professor John Z. Hottel, became the biggest employer on campus. The operation began in an unused chicken house, and by the end of the first year, \$20,000 worth of garden trellises had been sold.

Grand Ledge Academy opened its doors in the Fall of 1958, with 83 secondary students and 18 faculty and staff. Principal Ralph P. Bailey, gave direction to the fledgling school as it struggled through its beginning years. Elder G.C. Hutches, Michigan Conference President, gave key leadership to the formation of this newest conference boarding academy.

The school was placed on the campmeeting campground, so the buildings and grounds could be more fully utilized. On the west side of the Cafeteria, a little bakery was attached and the girls dormitory and the Chapel were used during campmeeting. There was no gymnasium, so many of the activities, including graduations, took place in the auditorium. On Sunday, October 1, 1967, the girls returned from a Scott Lake outing to find their dorm destroyed by fire and belongings either burned, dirty or soaked. Through tears they sang their school song, “We Pledge To Thee . . . A Never Failing Loyalty”.

On February 25, 1968, the voting constituents of the Michigan Conference decided that they could no longer afford to subsidize three boarding schools, so it was voted to close Grand Ledge Academy as a boarding school at the end of that school year.

From 1968 to 1982, the local churches took up the challenge and ran Grand Ledge Academy as a day academy. At the beginning of this era, a new gymnasium was added to the campus and was used as a teen center during campmeeting.

In 1982, Grand Ledge Academy consolidated with Lansing Elementary School and Grand Ledge Elementary School to become Grand Ledge Adventist Academy. The last secondary school graduation was held in 1985 with two students graduating.

From 1985 to 1989, the school operated as a ten-grade school and entered its final phase with another name change, Mid-Michigan Adventist Academy. With the sale of the campground,

both institutions came to an end leaving many fond memories. When Adelpian Academy and Cedar Lake Academy merged to form Great Lakes Adventist Academy, there was wide support to include Grand Ledge in all alumni and heritage functions. Thus GLAA has rich and varied traditions to support it.

■ PHILOSOPHY

GLAA is a Seventh-day Adventist boarding high school owned and operated by the Michigan Conference Association of Seventh-day Adventists for the purpose of educating its youth. Because Seventh-day Adventists accept the Bible as the Word of God and the writings of Ellen White as divine revelation, GLAA desires to follow the counsel therein by offering its students a program that strives for balance among the spiritual, intellectual, physical and social aspects of life. Through a correct knowledge of God and through fellowship with Him in study and service, each student is encouraged to develop a likeness of their Creator.

“It is the work of true education...to train the youth to be thinkers, and not mere reflectors of other men’s thoughts . . . True education means more than the perusal of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being, and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come.” (*Education*, 13, 17)

■ EDUCATIONAL OBJECTIVES

The Seventh-day Adventist educational program gives primary emphasis to spiritual development, but at the same time, provision is made for high achievement in the realm of the common. GLAA desires to prepare youth for effective citizenship in this world and for rewarding citizenship in the world to come. The objectives of this school are:

• Religious Objectives:

- a. To present Jesus Christ as a personal Savior whom youth can know personally.
- b. To assist students in understanding the Bible as the basis for faith and to understand the Spirit of Prophecy as God’s special message to His remnant church.
- c. To lead students to adopt the philosophy and standards of Seventh-day Adventists as their mode of life.
- d. To develop a sense of loyalty to and vigor for the mission of Christ to carry the gospel to all the world.

• Intellectual Objectives:

- a. To provide students with understanding of the religious, historical, political, social, scientific, aesthetic and economic forces that shape contemporary life.
- b. To aid students in developing intellectual excellence to think and act effectively.
- c. To encourage mastery in educational effort, both in gathering knowledge and in the use of the tools of learning.
- d. To develop a mental discipline which includes faithfulness to all responsibilities and appointments.

• Vocational Objectives:

- a. To assist students in choosing and preparing for vocational, technical or professional occupations making them effective, contributing employees or self-employed workers.
- b. To enhance respect for the dignity of labor thus enabling students to develop responsibility toward economic values.
- c. To teach students to strive for excellence in workmanship in whatever task they are assigned, to develop common sense, creativity, initiative, self-reliance, resourcefulness and reliability through work experience.

• Social Objectives:

- a. To develop an appreciation for mankind based on the values of Christ’s teachings, and to develop a respect for all people as worthy of respect and friendship.

- b. To develop a high regard for the family institution as God’s plan and means to strengthen, preserve and enrich the church, the community and the nation.
- c. To encourage students to practice and uphold wholesome social standards in all their relationships.
- d. To develop civic responsibility to country as a nation established under God.

- **Health Objectives:** (Physical/Mental)

- a. To encourage students to develop both the mind and the body as gifts received from our loving Creator God.
- b. To encourage students to practice temperance in all the aspects of life.
- c. To help students to understand what true recreation is and how Christians can make choices to please God and themselves.

■ **CHRISTIAN SERVICE**

At GLAA, our goal is to graduate “thinking and practicing Christians”. Therefore, we believe Christian service is an essential part of the total academic program. GLAA provides opportunity for service and has built these various opportunities into its program through community projects, nursing home visits, feeding the homeless, Bible study, and participation in spiritual programs.

■ **ADMISSIONS**

GLAA’s high ideals and objectives encourage the attendance of young people who are in agreement with the standards of Christian education and who will cheerfully live in harmony with the principles of the school. Such students will have the opportunity to develop intellectually, morally and physically. Membership in the Seventh-day Adventist Church is not required, but it is understood that everyone who seeks admission pledges to observe the regulations. Prospective students must either submit evidence of successful completion of previous grades or their equivalent. All accounts with the former school should be settled.

Non-Discrimination Statement

The Seventh-day Adventist Church, in all of its church schools, accepts students of any race to all the rights, privileges, programs and activities generally accorded or made available to students at its schools, and makes no discrimination on the basis of race, color, ethnic background, country of origin, or birth gender, in the administration of educational policies, applications for admission, scholarships or loan programs and extra-curricular programs.

Sexual Conduct Statement

- Great Lakes Adventist Academy prohibits students from engaging in physical displays of romantic affection. Under the authority of Scripture, sexual conduct, including but not limited to, intimate sexual contact and sexual intercourse is prohibited. Sexual abuse is not permitted as it violates Scripture.
- In the beginning, God created man and woman and brought them together in marriage. God did not create two persons of the same gender. Thus on the authority of Scripture, no homosexual and/or bisexual behavior is permitted.
- Because the Scriptures teach that God created male and female in His image, transgenderism disregards the reality of God’s creation and substitutes perception of gender identity as one’s gender rather than the gender with which a person was born. Thus, on the authority of Scripture, Great Lakes Adventist Academy celebrates and affirms God’s gift of gender and opposes substitution of gender identity and alteration of one’s gender identity with medical interventions to conform with a person’s perception of gender identity as this violates Scriptures.
- Pornography may not be produced, used, or distributed. Sexting is not permitted. Sexual harassment will not be tolerated. The principles of Scripture forbid such conduct.
- Violations of these guidelines may result in students being disciplined and/or asked to withdraw.

Students desiring to attend GLAA must fill out an application form and secure three recommendations for the Admissions Committee's review. All admission forms are available at our website at "glaa.net" or by writing to the **Director of Admissions, Great Lakes Adventist Academy, P.O. Box 68, Cedar Lake, MI 48812-0068**. Following the committee's decision, the student will receive an acceptance letter.

■ SCHOOL RIGHTS

- **Attendance:** Attendance at GLAA is a privilege not a right. To safeguard the scholastic and moral atmosphere, the academy reserves the right to request withdrawal of any student whose presence is deemed detrimental. Specific charges may/may not accompany the request for such withdrawal.
- **Regulations:** By signing the application blank, the student pledges to observe GLAA regulations and to live in harmony with its ideals and purposes. Students are also expected to abide by any announced regulations during the school year, which may/may not be printed in this school handbook.
- **Searches:** Administration reserves the right to search a student's room and/or locker with/without the student's presence or permission.
- **Student Questioning:** Administration reserves the right to question a student about their behavior or program at any time without parental consent or presence. Refusal on the part of a student to respond to questioning by school personnel can result in suspension or dismissal.

■ RIGHT TO APPEAL

Academic policies are generated through the Academic Standards Committee and approved by the staff. Administrative policies are generated through the Administrative Committee and approved by the staff. Dormitory policies and procedures are generated by the deans and approved by the Administrative Committee.

Disciplinary problems are resolved according to procedures outlined in the student handbook. A conference will be arranged with parents and administration should it be requested by parents to gain understanding and/or to ask questions about a decision or policy. In the case of a decision made by an individual teacher, the decision may be appealed in person to: (1) the teacher and/or (2) the vice principal or principal. Policies or judgments rendered by committees may be appealed in writing to the chairman of those committees. If the situation remains unresolved, the parent/guardian may appeal in writing to the academy's operating board or through the Superintendent of Education at the Michigan Conference.

ACADEMIC INFORMATION

Because Great Lakes Adventist Academy (GLAA) works under the holistic philosophy stated above, four full years of secondary education are required. (For exceptions, see *Acceleration Policy*.) GLAA provides a strong academic program developed through the Academic Standards Committee. The committee meets regularly to examine and improve the academic program, to consider individual needs of current students and for those transferring in from other schools. Students may choose from sixty courses of study and may work toward one of three diplomas offered to graduates. The goal of the committee is excellence in education and in life, and it is hoped that GLAA graduates will have an excellent basis on which to live their adult lives.

■ ACADEMIC CREDIT

GLAA grants academic credit on basis of the Carnegie Unit (C.U.). A C.U. is equivalent to 180 days/40-minute class periods (total of 120 hours). GLAA uses an alternate day, 80-minute class schedule.

■ ACADEMIC REPORT CARDS

The school year is divided into two semesters or 4 quarters each. A report card is sent to the student and the parents/guardians at the end of each quarter.

■ ADDING/DROPPING CLASSES

Students have 10 days at the beginning of each new semester to add classes. Students also have 10 days at the beginning of each new semester to drop classes, without the classes appearing on the transcript, or up to the end of the quarter of each semester, at which time a WP (*Withdraw Passing*) or WF (*Withdraw Failing*) will be posted. A student may not drop a class after the first quarter of each semester. Students dropping a touring group class after 4 weeks into any semester will receive a WF (*Withdraw Failing*) for that class, due to the hardship created for directors having to restructure their groups. Permission to add or drop classes is handled by the registrar and requires parental permission. Students are not officially added/dropped until the signed form has been returned to the Registrar's Office.

■ ANDREWS UNIVERSITY

GLAA encourages its graduates to attend Andrews University. Students desiring further information should consult the current Andrews University online academic bulletin.

■ CLASS LOAD

Six Carnegie units is considered a full class load. The minimum class load is five units, not including touring group credit, with a minimum of 2.5 units per semester (3.0 for touring group members.) The maximum class load is seven units. (Physical Education classes are not factored into figuring the maximum class load.) Students desiring more than seven units may apply to the Academic Standards Committee.

■ CLASS STANDING

Students who want to hold a class office and to participate in Junior Presentation Weekend, Senior Recognition Weekend or Graduation Weekend must meet the following requirements (Students working toward the Academic Diploma should exceed the minimum credits.):

• Senior Class:

- Passing grades in at least 15 credits and currently enrolled in at least 5 additional units toward graduation in order to be eligible to march at graduation.
- All official transcripts of previous course work must be in the Registrar's Office by the start of the school year.
- All correspondence course work must be completed and the transcript recorded in the Registrar's Office.

• Junior Class:

- Passing grades in at least 10 units of credit and currently enrolled in at least 5 additional units toward graduation.
- All official transcripts of previous work must be in the Registrar's Office.
- All correspondence course work must be completed and the transcript recorded in the Registrar's Office.

• Sophomore Class:

- Passing grades in at least 5 units of credit and currently enrolled in at least five 5 more units toward graduation.
- All official transcripts of previous work must be in the Registrar's Office.
- All correspondence course work must be completed and the transcript recorded in the Registrar's Office.

• Freshman Class:

- Must be currently taking at least 5 units of credit toward graduation.
- An 8th grade transcript and all previous work must be in the Registrar's Office.
- All correspondence course work must be completed and the transcript recorded in the Registrar's Office.

■ CITIZENSHIP GRADING SYSTEM

Good citizenship is important at GLAA, therefore, students are encouraged to behave in a manner that is courteous and Christ-like in attitude and behavior. Citizenship grades are assigned each quarter as follows: **A**-The very best behavior and attitude; **B**-Good behavior and attitude; **C**-Average behavior/attitude; **D**-Undesirable behavior/attitude; **F**-Major discipline has occurred.

■ CORRESPONDENCE WORK

GLAA accepts correspondence academic credit from only one source, *Griggs International Academy* of Berrien Springs, Michigan. Students must receive prior permission from the Academic Standards Committee before sending for or applying for correspondence work. The academy will accept only 6 units of correspondence credit toward graduation requirements. Students taking correspondence courses in the summer months must complete them before the start of a new school year. (See also *Home School Transfers*.)

■ CREDIT BY EXAMINATION

Students may fulfill the foreign language *Academic Diploma* graduation requirement by passing the final exam given by the teacher. A Pass/Fail (P/F) grade will be posted to the transcript, which will not effect the GPA. A fee of \$100, plus any additional expenses, such as transportation and cost of examination will be the responsibility of the student/parent.

■ DUAL ENROLLMENT CREDIT CLASSES

Great Lakes Adventist Academy currently offers the following courses for dual college enrollment credit with the universities listed:

Anatomy & Physiology: *Human Anatomy & Physiology* (BIOL221 and BIOL222) 4 credits each semester, totaling 8 college semester credits (These two classes are taken at GLAA over both semesters.)

Environmental Science: *Principles of Environmental Science* (BIOL208) totals 4 college semester credits. (This class is taken at GLAA during the Second Semester.)

American Experience (US History): *The American Experience I* (HIST204) and *The American Experience II* (HIST205) 3 credits each semester, totaling 6 college semester credits. (These two classes are taken at GLAA over both semesters.)

NOTE: A 'distance fee' and a per-credit 'recording fee' will be charged for each of these classes. (See *Financial Information*.)

■ ENROLLMENT POLICY TO RECEIVE ACADEMIC CREDIT

In order to receive academic credit, an accepted student must be enrolled and attending classes by the end of the 10-day drop/add period of any semester. Transfer students who have been in school will be accepted on a case-by-case basis pending receipt of transfer grades.

■ EXAM OVERLOAD

If a student has more than three exams on one given day during semester exam time, the student must discuss with the registrar which exam to re-schedule, and then make arrangements with that teacher to take the exam on a different day during exam week.

■ FOUR-YEAR SENIOR

A four-year senior is defined as a student who has attended Great Lakes Adventist Academy for a minimum of 16 quarters and who does not have mid-term transfer grades from another school.

■ GRADUATION ACCELERATION

GLAA requires 4 full years of secondary education for graduation. Students desiring to

graduate in 3 years must meet the following criteria to apply:

- a. Michigan Conference and GLAA policies allow for no more than one acceleration experience during the K-12 years.
- b. The applicant must have and maintain a 3.5000 *GPA*. Should the cumulative *GPA* fall below the 3.5000 average, the student will be dismissed from the program. An eligible student is expected to have a composite score, which places them at the 90th percentile or above on the *Iowa Assessments*. (*LUC Education Code*, 134).
- c. The applicant must meet all 'Academic Diploma' graduation requirements.
- d. The applicant must have one year of Bible credit for each year of attendance in an Adventist school, which must include Bible 3 & Bible 4 in the Senior year.
- e. A student may be dismissed from the program if they receive major discipline.
- f. The applicant's parents must submit a letter before the end of the first semester of the sophomore year stating reasons for wanting their student to accelerate.
- g. An applicant must be in residence at GLAA for at least 1 semester during the regular school term prior to evaluation for admission to an accelerated program.
- h. Parents and the applicant must complete an interview with the principal and registrar prior to submission of the request to staff.
- i. **Final acceptance to the program is dependent upon review of the applicant's final grades at the end of the second semester of the sophomore year.**
- j. A transfer-in student, on an accelerated program, may continue their accelerated status provided they meet GLAA criteria for graduation.

All on-campus or transfer students contemplating an acceleration program should confer with the Academic Standards Committee chairperson well in advance of applying.

■ GRADUATION HONORS & AWARDS

Students who have a cumulative *GPA* for the first seven semesters of 3.2500 - 3.7400 will graduate with *Scholastic Honors*, and those who have a cumulative *GPA* for the first seven semesters of 3.7500 - 4.0000 will graduate with *High Scholastic Honors*. Students that have demonstrated good attendance practices may be awarded an *Exceptional Attendance* honor, which will be determined by the evaluation committee.

■ GRADUATION DIPLOMA CANDIDACY REQUIREMENT

Students must be in attendance for the entire last semester of the final year to receive a diploma of graduation from GLAA, provided the student has the required credits. All previous transcripts of academic course work taken at other schools must be in the Registrar's Office by the beginning of the senior year to guarantee graduation. In order to march for graduation, the senior student must have 15 credits by the beginning of their senior year. Exceptions to this policy may be made to the Academic Standards Committee.

■ GUIDANCE TESTING

Comprehensive testing is given to all students to assist in their program and in planning their future careers. Students are expected to take tests listed under their respective class:

- **Freshman:**
 - Iowa Assessments - Form E Level 15
- **Sophomores:**
 - Iowa Assessments - Form E Level 16
- **Juniors:**
 - ACT (American College Admission Test)
 - M-Step (Michigan Student Test of Educational Progress)
 - SAT Reasoning Test
 - SAT Subject Tests
- **Seniors:**
 - Re-Testing As Needed

OPTIONAL TESTS:

- **Juniors:**
 - PSAT/NMSQT (Preliminary Scholastic Assessment Test/
National Merit Scholarship Qualifying Test)
- **Seniors:**
 - SAT Reasoning Test
 - SAT Subject Tests

■ HOME SCHOOL TRANSFERS

Students transferring from home schools will receive individual academic evaluation. Documentation must be sent in to the academy registrar listing course titles, course descriptions, course outlines, textbooks used, time spent in classes, credits and grades earned. Academic credit **may** be granted by the Academic Standards Committee for work which is comparable to that offered by GLAA (180 days at 40min/day = 1 C.U.) Only 7 in-coming transfer credits will be accepted from home-school programs per academic school year. Home school credits are not figured into the student's cumulative grade point average (*GPA*), but are posted to the permanent transcript as "P" (*Pass*) and "F" (*Fail*) grades.

■ INCOMPLETE GRADES

A grade of "I" (incomplete) may be given for work that is incomplete in a given class, due to illness or other excused absences and will automatically become an "F" or failing grade if the work is not satisfactorily made up within 30 days after the close of each semester.

■ SUMMER SCHOOL COURSE WORK

A student who wants to take summer classes must have prior permission from the Academic Standards Committee. All course work must be complete by the time school begins.

■ TRANSFER CREDITS

Great Lakes Adventist Academy accepts 7 in-coming transfer credits from home-school programs and international schools per academic school year.

■ WORK-STUDY PROGRAM

Seventh-day Adventist Education promotes biblical Christian values through a holistic approach that, "imparts far more than academic knowledge. It fosters a balanced development of the whole person—spiritual, physical, intellectual, and social-emotional—a process that spans a lifetime."

In keeping with the North American Division's Adventist educational philosophies and Core Curriculum Goals, GLAA institutes a comprehensive, school-wide, work-study program as an integral part of its educational benchmarks.

The objectives for this program are:

- a. To assist students in preparing for vocational, technical or professional occupations making them effective, contributing employees or self-employed workers.
- b. To enhance respect for the dignity of labor thus enabling students to develop responsibility toward economic values.
- c. To teach students to strive for excellence in workmanship in whatever task they are assigned, to develop common sense, creativity, initiative, self-reliance, resourcefulness and reliability through work experience.
- d. To train students that work, which serves and contributes to the benefit of others, and brings with it a great sense of fulfillment.
- e. To teach students that productivity in meaningful labor is personally rewarding and helps direct the thoughts, behaviors, and actions towards principles of truth, obedience, honor, integrity, and purity—principles that will make them a positive force for the stability and uplifting of society.

Work experience involves many areas across varying departments with close supervision and training for each job and provides legitimate work experience and career exploration. Work training opportunities include:

- Academic Teacher Assistants
- Agricultural
- Building Maintenance
- Dorm Resident Assistants/Desk Receptionists
- Food Service
- Janitorial
- Landscaping Maintenance
- Receptionist/Administrative Offices

Due to GLAA's holistic approach to education, students are required to work as part of their experience at GLAA, provided they are legally eligible, and these students will receive a work grade each quarter. As part of the graduation requirement, students must maintain satisfactory work grades for every year in attendance. Ten areas are evaluated and each section is worth ten points. In order for a student to satisfactorily complete the graduation requirement, nothing less than a C average is required.

The criteria for the assigned work grades fall under the following categories:

1. Attendance – on time; makes prior arrangements when absent
2. Dependability – stays on task; follows instructions; completes job assignment
3. Integrity – honest, handles confidential information appropriately
4. Attitude – teachable; willing to cooperate; works effectively with others
5. Quality of Work – accurate; thorough; neat; consistent results
6. Quantity of Work – productive; works to full potential
7. Safety – careful with people and property; follows correct procedures
8. Initiative – does job without being told every detail; sees things needed to be done
9. Cleanliness – maintains neat, clean, orderly work area
10. Appearance – neat; mannerly; appropriate impression on others

DIPLOMA REQUIREMENTS

Academic Diploma

(2.0000 Cumulative *GPA* or Higher Required)

Religion (1 credit for each year in attendance at an SDA School).....	4
<u>Core Content Area:</u>	
English.....	4
Math (Algebra 1, Geometry, Algebra 2, not including Algebra 1/2).....	3
Science (Biology 1, plus one other, not including General Science).....	2
Modern Language.....	1
Computer (not including Keyboarding).....	1
Social Studies (US History, US Government and one elective).....	2.5
<u>General Content Area:</u>	
Applied Arts.....	1
Health.....	.5
Fine Arts.....	.5
Physical Education (4 sem. required, regardless of credit earned; 1 yr. Aeros).....	2
Work Experience (.5 credit for each year in attendance at GLAA).....	.5
Electives (A minimum of 2 additional credits from Core Content Area above)....	3
TOTAL	24.5

General Diploma

(1.0000 Cumulative *GPA* or Higher Required)

Religion (1 credit for each year in attendance at an SDA School).....	4
English.....	3
Math.....	3
Science (General Science or Biology 1).....	1
Applied Arts.....	1
Computer (not including Keyboarding).....	1
Health.....	.5
Social Studies (US History, US Government and one elective).....	2.5
Fine Arts.....	.5
Physical Education (4 sem. required, regardless of credit; 1 year Aeros).....	2
Work Experience (.5 credit for each year in attendance at GLAA).....	.5
Electives.....	3.5
TOTAL	22.0

In order to receive a diploma from Great Lakes Adventist Academy, a student must earn at least 24.5 credits for the *Academic Diploma* or 22 credits for the *General Diploma* during a full four years of secondary education. **All legally, eligible students must earn .5 credits of work experience for each year in attendance at GLAA. A minimum of 200 clock-hours of participation is required to earn the required credit (See pg. 14-15).** No more than two credits of Music, or *Aerokhanas* (Gymnastics), or Physical Education credit may be applied toward diploma requirement totals.

Basic Diploma

A *Basic Diploma* is granted to students who have completed a secondary course of studies based on the 22 credit requirements listed for the *General Diploma*. The *Basic Diploma* is awarded to students who have successfully completed some or all course work through adjusted objectives to facilitate their unique learning style. If the student desires at a later time to qualify for a higher diploma, they will be required to repeat courses completed under adjusted objectives, or verify competency by successfully completing courses needed for the *General Diploma*.

COURSES OF STUDY

■ FRESHMEN

Basic - Religion 1, English 1, Algebra 1/2 or Algebra 1, Life Skills, Computer Applications

Electives - Advanced Computer Applications, Aerokhanas (*Gymnastics*), Auto Mechanics 1, Certification-Greenhouse, Life Skills, *Music, **Physical Education, Witnessing

■ SOPHOMORE

Basic - Religion 2, English 2, World History, Algebra 1/2, Algebra 1-B, Algebra 1, Life Skills, Biology 1, Geometry

Electives - Accounting, Advanced Computer Applications, Aerokhanas (*Gymnastics*), Art 1, Art 2, Auto Mechanics 1, Certification-Greenhouse, Chemistry, Computer Applications, Geometry, Life Skills, *Music, **Physical Education, Radio Technology, Spanish 1, Web Design, Witnessing, World History

■ JUNIOR

Basic - Religion 3, English (*Creative Writing & Speech, Journalism or American Literature*), US History or American Experience

Electives - Accounting, Advanced Computer Applications, Advanced Math, Aerokhanas (*Gymnastics*), Algebra 1/2, Algebra 1-B, Algebra 1, Algebra 2, Anatomy & Physiology, Art 1, Art 2, Auto Mechanics 1, Environmental Science, Certification-Greenhouse, Chemistry, Computer Applications, Geometry, Life Skills, *Music, Personal Finance, **Physical Education, Physics, Psychology, Publications, Radio Technology, Spanish 1, Spanish 2, Web Design, Welding, Witnessing, World History

■ SENIOR

Basic - Religion 4, English (*Adv. Composition, Journalism, Creative Writing & Speech or American Literature*), US Government, Health

Electives - Accounting, Advanced Computer Applications, Advanced Math, Aerokhanas (*Gymnastics*), Algebra 1/2, Algebra 1, Algebra 2, Anatomy & Physiology, Art 1, Art 2, Auto Mechanics 1, Environmental Science, Certification-Greenhouse, Chemistry, Computer Applications, Contemporary Issues, Geometry, Life Skills, *Music, **Physical Education, Personal Finance, Publications, Radio Technology, Spanish 1, Spanish 2, Physics, Psychology, Web Design, Welding, Witnessing, World History

***Music** - Choir, Chamber Singers, Handbell Choir, Instrument Lessons, Piano Lessons, Piano Lesson Options (*Hymnology, or Accompanying or Piano-by-Ear*), String Ensemble, Wind Symphony

****Physical Education** - Aerokhanas (*Gymnastics*), Advanced PE, Beginning Gymnastics, Beginning PE

COURSE DESCRIPTIONS

Great Lakes Adventist Academy (GLAA) offers the following courses. Certain classes may not be offered each year. The abbreviation C.U. represents Carnegie Units and is used throughout the academic section. **Courses marked with an asterisk (*) are designated as Dual College Credit courses granted through Andrews University.**

APPLIED ARTS

Auto Mechanics 1 1 C.U.

This course is designed to acquaint a student with general operations and service procedures of basic automotive mechanics. It includes application of this knowledge in lab experiences.

Certification - Greenhouse .5 - 1 C.U.

This course enables a student to meet the eligibility requirements for Michigan certification based on skills, hours of employment and/or classroom training in the area of agriculture. *Prerequisite: Student must be employed in the area of study to be eligible.*

Life Skills A & Life Skills B (Semester Classes) .5 C.U. for each

Life Skills A is a course designed to give information and experience in many areas of today's lifestyle. This course explores personal relationships, family living, resource management, foods and nutrition and clothing choice and construction. *Life Skills B* is a course designed to expose students to how things work around the home. The semester is divided between automobile care, home care and plant care. Taking *Life Skills A* and *Life Skills B* will meet the *Applied Arts* requirement for graduation.

Personal Finance 1 C.U.

This course is designed to further the knowledge and better understanding of personal financial encounters. This course will aid and prepare the student as they enter into college and real-life challenges. The first semester will cover savings, investing, credit and debt. The second semester will cover financial responsibility, money management, insurance/risk management, income/career options and giving. It is strongly encouraged that the first semester be taken prior to the second semester. **This course is designed for Juniors and Seniors only.**

Welding 1 C.U.

This course introduces the student to various methods used to bond materials. Topics include stick and MIG welding, gas welding and brazing, soldering, and preparation techniques. *Prerequisite: 16 years old or permission of instructor.*

BUSINESS EDUCATION

Accounting 1 C.U.

This course is designed to give students information and skills necessary to use basic accounting principles. This information and these skills could be used by the student to do simple bookkeeping tasks or as a basis for more advanced study in accounting. *(This class is also offered as a Math option for the General Diploma, however, students may only count this course once.)*

COMPUTER SCIENCE

Computer Applications (Semester Class) .5 C.U.

The course is designed to give the student a basic understanding of various components of

Microsoft Office Suite, with an emphasis on Word, PowerPoint and Excel. General computer usage and terminology are also included.

Advanced Computer Applications (Semester Class) .5 C.U.

This course provides students the opportunity to improve their computer skills using a variety of software, including Microsoft and Google applications. *Prerequisite:* Computer Applications or Computer Literacy.

Radio Technology (Semester Class) .5 C.U.

This class is designed to introduce creative Christian students to the basic skills necessary to run a small radio station with special emphasis on computer-aided applications used in music scheduling, audio production, and overall station automation. Students will practice these skills at the academy-owned radio station WGLN-LP 93.5 FM.

Web Design (Semester Class) .5 C.U.

This class will teach the student the principles of design for the World Wide Web. Emphasis is placed on HTML and CSS programming and design techniques. Real-life projects are developed during the class.

ENGLISH

English 1 1 C.U.

A course providing studies of grammar, mechanics, spelling, composition, reading vocabulary, literature, listening and oral communication.

English 2 1 C.U.

A general introductory study of literature, which will give the student background for more extensive literature study. Grammar, spelling, vocabulary, composition and oral presentations are also included.

American Literature 1 C.U.

A course designed to give a general survey of American literature. Upon completion of the course, the student will have a working knowledge of the major American writers as well as several minor and ethnic writers. They will also be able to analyze and appreciate works of literature in different forms according to SDA standards for good literature.

Creative Writing/Communication 1 C.U.

This class, which is divided into two parts, is designed to help students develop confidence and skill in their reading, writing and communication abilities. The creative writing semester concentrates on writing poetry and prose through multiple writing and reading assignments. During the second semester, the students will focus on speeches and will practice and refine communication skills they have learned for effective presentations through multiple speaking opportunities.

Journalism 1 C.U.

Designed for students involved with school publications, particularly the school newspaper. Students will learn techniques of good journalism and have the opportunity to demonstrate their knowledge by writing for the school paper. **By invitation of instructor only.**

Advanced Composition 1 C.U.

A course designed for students who are planning to go on to college and who desire to learn the techniques of good writing beyond basic paragraph and short essay skills. Students will study and produce examples of attitudes and forms in composition, including a critical

analysis of a book, an informative article, works of literature, several types of essays and several research papers. Competence in grammar, spelling and punctuation is expected. **This class is designed only for Seniors.**

FINE ARTS: ART & MUSIC

Students must have a 2.0 GPA from the previous semester to try-out or join a music touring group and maintain a 2.0 GPA each semester to continue in any music organization. Touring group credit does not count as part of a student's minimum class load. If a student drops a touring group after the first 4 weeks into the semester, the student will receive a 'WF' on their permanent record. Only 2 credits of music credit may apply toward diploma requirements.

Art 1 (Semester Class) .5 C.U.

This course will help students develop perceptual and drawing skills, and then apply them to media, including, but not limited to, pencil, charcoal, collage, painting and clay. The elements and principles of design will be discussed as well as art history and aesthetics. **Not recommended for Freshmen.**

Art 2 (Semester Class) .5 C.U.

This course is an extension of Art 1 with emphasis on art history, style and individual projects. *Prerequisite:* Art 1 and permission of the instructor. *This course may be repeated for additional credit.*

Publications (Yearbook) .5-1 C.U.

A course designed for students involved in the publication of the school yearbook. Students will learn techniques of good photojournalism and have the opportunity to demonstrate their knowledge by producing the school yearbook. **By invitation of the instructor only.**

Choir .5 C.U.

An organization for those wishing to minister through choral music and who desire to develop skills in vocal music, including the study of various styles of choral literature, music theory and expression. The class meets everyday during the first semester. The organization performs on campus for church services and other weekend events, including overnight tours. All performances and traveling tours are obligatory. **Admission is by audition only.**

Chamber Singers .5 C.U.

An organization for advanced choir students. The class meets everyday during the second semester. The organization performs on campus for church services and other weekend events, including overnight tours and the yearly out-of-state, week-long tour in the Spring. All performances and traveling tours are obligatory. **Admission is by audition only.**

Handbell Choir .5 - 1 C.U.

A course designed for those wishing to develop fundamental and advanced techniques of handbell ringing. Regular rehearsals are held five days per week. Students perform in numerous on-campus concerts and church services, as well as several weekend tours. All performances, tours and extra rehearsals are obligatory. **Admission by audition only.**

Instrumental Lessons .5 C.U.

A course providing individual instruction in all woodwind, brass, and percussion instruments from beginning to advanced levels. Emphasis is placed on proper tone production and techniques necessary to enable the student to play musically. One lesson per week with four periods of practice are required. **Students are accepted on the basis of interest and commitment.**

Piano Lessons

.5 C.U.

Lessons are given on proficiency from beginning to advanced. One individual lesson with four practice periods per week is required.

Piano Lessons: Hymnology

.5 C.U.

A study of music from the protestant (particularly, Seventh-day Adventist) churches, including hymns, gospel songs and contemporary praise and worship choruses. This course will help the student improve their ability of worshipping God on the piano through the explanation of the main features and musical analysis of the church musical compositions and their performers.

Piano Lessons: Piano Accompanying

.5 C.U.

A course to help the student develop essential skills in piano accompaniment, to build musicianship through interaction and collaboration with other musicians, such as pianists, instrumentalists and/or singers.

Piano Lessons: Piano by Ear

.5 C.U.

This course will provide the student with basic piano skills needed to perform music heard from live performances or recorded medium. It will involve ear training, music analysis and fundamentals of music theory, as well as development of musical imagination through improvisation.

String Ensemble

.5 - 1 C.U.

An organization for students who wish to develop advanced skills on a stringed instrument, while exploring various styles and techniques of playing. Rehearsals occur year long, five days a week. Performances include on-campus concerts, church services, and the biannual Andrews University Choir and String Festival. Several weekend tours are scheduled, in addition to one long tour per year. All performances, tours, extra rehearsals and related activities are obligatory. **Admission is by audition only.**

Wind Symphony

1 C.U.

An organization for those wishing to minister through instrumental music and who desire to develop advanced skills in instrumental music, including the study of various styles of band literature, music theory and expression. Regular rehearsals are held five days a week. The organization performs on campus for church services and other weekend events, including overnight tours and our yearly, out-of-state, week-long tour in the Spring. All performances and traveling tours are obligatory. **Admission is by audition only.**

FOREIGN LANGUAGE

Spanish 1

1 C.U.

An introductory course involving three basic skills: reading, writing and speaking. Through various methods of practice, including the above three skills, the student will be able to convey basic opinions, inquiries and experiences. **Not recommended for Freshmen.**

Spanish 2

1 C.U.

This course is designed to build on basic skills gained in Spanish 1. More emphasis is placed on oral work enabling the student to convey not only opinions and inquiries, but express feelings, thoughts and wishes. *Prerequisite:* Spanish 1.

MATHEMATICS

The Math Sequence for an 'Academic Diploma' is Algebra 1, Geometry and Algebra 2.

General Mathematics

1 C.U.

Providing a sound mathematical foundation for life and preparing students for future mathematical courses are the goals for this course. Students will study addition, subtraction, multiplication and division of whole numbers, decimals and fractions. Additional topics will include calculating averages, area, rates, equations, exponents, simple and compound interest, and converting to and from the English metric systems of measurement.

Algebra 1/2-A

1 C.U.

This class is the first semester of the course Algebra 1 covered in one year. Topics covered include expressions, equations, functions, rational numbers, linear equations, proportional reasoning, graphing and solving linear inequalities. A student must pass first semester with a grade of D or higher to continue in the second semester.

Algebra 1-B

1 C.U.

This class is the second semester of the course Algebra 1 covered in one year. Topics covered include solving systems of linear equations and inequalities, polynomials, factoring, quadratic and exponential functions, rational and radical expressions and equations. A student must pass first semester with a D or higher to continue in the second semester. *Prerequisite:* A grade of C- or higher in Algebra 1/2-A.

Algebra 1

1 C.U.

A brief review of mathematical concepts and formulas. Basic properties of real numbers, equations and applications are studied along with graphing relations and functions, systems of equations, inequalities, factoring, rational expressions, exponents, radicals and quadratic equations. A student must pass first semester with a solid grade of D or higher to continue in the class for second semester. **No calculators allowed.** *Prerequisite:* A satisfactory score on the Algebra Placement Test.

Algebra 2

1 C.U.

A review of the topics presented in Algebra 1. Quadratic relations and systems, exponential and logarithmic functions, sequences and series and matrices are studied. A student must pass first semester with a solid grade of D or higher to continue in the class for second semester. **A scientific calculator is required.** *Prerequisite:* A grade of B- or higher in the second semester of Algebra 1.

Geometry

1 C.U.

This course is a study of the following topics: angles, congruence, parallel lines, triangles, quadrilaterals, similarity, simple trigonometry, circles, areas and volume. Much of the course will focus on formal proofs to develop deductive and inductive reasoning skills. A student must pass first semester with a solid D or higher to continue in the second semester. *Prerequisite:* A grade of C or higher in Algebra 1.

Advanced Mathematics

1 C.U.

A course intended to give the student an intensive study of the following topics: 1) Circular functions, including graphs, identities, inverses, applications, trigonometric functions and applications to vectors and complex numbers. 2) Analytic geometry, including vectors, lines and their applications, planes, conic sections, transformation of coordinates, curve sketching, polar coordinates and surfaces in space. A student must pass first semester with a solid grade of D or higher to continue in the class for second semester. **A scientific calculator is required.** *Prerequisite:* A grade of B- or higher in the second semester of Algebra 2.

Accounting

1 C.U.

This course is designed to give students information and skills necessary to use basic accounting principles. This information and these skills could be used by the student to do

simple bookkeeping tasks or as a basis for more advanced study in accounting.

Physics

1 C.U.

A study of fundamental laws of mechanics, heat, wave motion, sound, light, magnetism and electricity. *Prerequisite:* A grade of C or higher in Algebra 2. *(This course is also offered as a Science option, however, students may only count it once.)*

PHYSICAL EDUCATION & HEALTH

Only two PE credits count towards diploma requirements. (Only one year of Aerokhanas can count for one year of PE credit.)

Beginning Physical Education

1 C.U.

A course designed to enhance basic physical fitness and motor skills through exercise and participation in team sports activities.

Advanced Physical Education

1 C.U.

This course builds on the fundamentals taught in Beginning Physical Education. Students will learn in-depth techniques and strategies involved in team sports that make up the intramural program.

Beginning Gymnastics

1 C.U.

This course is designed to develop basic skills in tumbling and gymnastics on an individual and/or group basis. Students will be admitted to this class at the discretion of the instructor and on the basis of exhibited interest.

Gymnastics Team (Aerokhanas)

1 C.U.

A course designed to develop advanced skills in tumbling and gymnastics on an individual and group basis. This class is multi-graded and coeducational. Classes meet five times a week. **Students will be admitted to the class at the discretion of the instructor and on the basis of exhibited ability and interest.** *Students must have a 2.0 GPA from the previous semester to try-out or join a touring group and maintain a 2.0 GPA each semester to continue in the organization. Touring group credit does not count as part of a student's minimum class load. One year of Aerokhanas may count for PE credit, and only two (2) credits of Aerokhanas may apply toward graduation requirements. If a student drops this course after the first 4 weeks into the semester, the student will receive a 'WF' on their permanent record.*

Health

(Semester Class) .5 C.U.

The objective of this course is for the student to understand the Biblical and scientific principles of health. Students will learn how to develop a lifestyle that will promote the best quality of life both now and in the future. Topics of study include: mental health, nutrition, fitness, human sexuality and substance abuse. **This course is designed for Seniors only.**

RELIGION

Religion 1

1 C.U.

A course designed to help the student understand God's dealings with the human family. Through an intensive study of the books of Genesis and Matthew, lives of the patriarchs and of Jesus Christ, the Great Pattern, students will learn how they can develop and apply true Christian virtues in today's world.

Religion 2

1 C.U.

A course providing students with an overview of the history of God's church through the

ages. Areas of study include: the Exodus, the history of Israel in Canaan, the early Christian Church, the Protestant Reformation and the growth and development of the Seventh-day Adventist Church.

Religion 3 1 C.U.

A course designed to guide students in a study of the foundational doctrines of the Seventh-day Adventist Church as found in the Bible and amplified in the Spirit of Prophecy. Areas of study include: the Godhead, the origin of sin, the Plan of Salvation, the Sanctuary and the prophecies in the books of Daniel and Revelation.

Religion 4 1 C.U.

This course provides an overview of Christian values from the Bible and the Spirit of Prophecy. A special focus is made on personal ethical values in the setting of an adult Christian lifestyle. Topics of study include the self/personhood, personal health, vocational interests, money, marriage, community involvement and Christian witnessing.

Witnessing .5 C.U.

This elective course in religion puts primary emphasis on faith-sharing activities. Students learn to give Bible studies in groups, to their peers, to children and to community members. They also lead out in prophecy seminars, festivals-of-faith and prayer conferences. Witnessing students share Christ-centered programs in various constituent churches and participate in the development and implementation of prayer and children's ministries. Each student will spend a weekend learning soul-winning techniques.

SCIENCES

Biology 1 1 C.U.

This course covers topics generally covered in a basic biology course, including scientific method, ecology, cytology, genetics, origins and taxonomy. The class takes a creationist stance, but discusses the theory of evolution. **This class is designed for Sophomores and up, or by permission of instructor.** Freshmen planning on taking multiple math and science courses may request the teacher to be allowed to take this class. Freshmen who take the course must pass first semester with a C or higher to continue in the second semester.

Environmental Science* 1 C.U./4 College Credits

Building on the foundation of knowledge gained in Biology 1, this second-year biology course will focus primarily in the area of environmental science. During nice weather, students will work outside in such areas as botany, ornithology, entomology and environmental chemistry. Students may receive four semester credits through Andrews University for second semester for which a fee is charged. **This class is designed for Juniors and Seniors only.** *Prerequisite:* A grade of C or higher in Biology 1. *First semester is a prerequisite for the second semester, and the semesters must be taken consecutively.)*

Chemistry 1 C.U.

A study of the fundamental laws and accepted theories concerning the structure and nature of matter. *Prerequisite:* A grade of C or higher in Algebra 1 or permission of instructor.

Anatomy & Physiology* 1 C.U./8 College Credits

This college class, using a college-level textbook, is designed to provide the student with an in-depth knowledge of the structure and function of the human body. Body systems will be examined in a combination of lecture and laboratory activities, including dissection. Students will receive eight semester credits through Andrews University for which a recording fee is charged. **This class is designed for Seniors, although some Juniors may be admitted with the consent of the instructor.** *Prerequisite:* A grade of B or higher in

Biology 1 or permission of the instructor.

Physics

1 C.U.

A study of fundamental laws of mechanics, heat, wave motion, sound, light, magnetism and electricity. *Prerequisite:* A grade of C or higher in Algebra 2. (*This course is also offered as a Math option, however, students may only count it once.*)

SOCIAL SCIENCES

Psychology

(Semester Class) .5 C.U.

This course will provide students with an overview of the history and science of psychology, including such concepts as emotion, motivation, adjustment, perception, learning, personality, abnormal behavior, therapies, intelligence, measurement, and experimental methods.

This class is designed for Juniors and Seniors only.

SOCIAL STUDIES

World History

1 C.U.

A study of the historical development of the world and its cultures from creation week to present history. Whenever possible, this course is studied in the light of God's providence.

Not recommended for Freshmen.

US History

1 C.U.

A study of the development of the United States from pre-colonial times to the 1950's. Whenever possible, this course is studied in the light of God's providence. (For students interested in the continuation of US History study, it is recommended to take Contemporary Issues the following year.)

American Experience*

1 C.U./6 College Credits

This 'US History' college class examines major events and developments from European exploration to current US global status. First semester will include European exploration, movement of colonies toward independence, the establishment of the Republic, westward expansion, economic development of the new nation, and development of sectionalism leading to the Civil War. Second semester will examine major events and developments from Civil War/Reconstruction to the current US global status. Specific topics will include Civil War/reconstruction, the age of industrialization/reform, World War I, the Great Depression, World War II, and the US over the past 60 years. Students will earn six semester credits from Andrews University for which a recording fee is charged. This class counts as a general elective credit at Andrews University, and not a core elective. *Prerequisite:* A grade of B or above in World History, and a 3.0000 cumulative grade point average.

Contemporary Issues

1 C.U.

A study of the world from World War II to the present concluding with a study of the future and Biblical prophecy. Particular emphasis is placed on 1) events of historical importance over the past 80-plus years; 2) controversial issues of the present; and 3) what to expect in the future. Whenever possible, discussion is done in the light of God's providence. **This course is designed for Seniors only or Juniors that have already taken U.S. History.** *Prerequisite:* US History.

US Government

(Semester Class) .5 C.U.

A study of the government of the US with particular emphasis on: 1) the Constitution of the United States, 2) Americans and their rights, 3) the three branches of the Federal Government, 4) the role of the State Government, 5) politics and political parties, and 6) the role that Americans play in our government. **This course is designed for Seniors only.**

FINANCIAL INFORMATION

Great Lakes Adventist Academy (GLAA) operates on a fixed-rate plan. When a student enrolls, they will be buying an educational service, which will be based on the yearly cost per service as outlined below:

■ **APPLICATION FEE** **\$30**

An application should be completed and promptly returned with the fee.

■ **GENERAL FEE** **\$350**

The General Fee is non-refundable, not discounted and includes dorm clubs' dues, matriculation fee, yearbook, school paper, student accident insurance and SA dues.

■ **BASIC YEARLY CHARGE**

Dorm Student: (\$1,565 x 10 charges)	\$16,400
Village Student: (\$1,085 x 10 charges)	11,600

Note: There are two charges on the August statement, with subsequent months having one charge. The final charge will be on the April statement.

Tuition: \$10,600 (\$1,060 x 10 charges). This charge includes instruction in all classes and use of facilities and equipment. Materials used for personal use in the art, music and vocation classes are not included in tuition.

Book Rental: \$150 (\$15 x 10 charges). Students are charged for damaged/lost textbooks. School supplies are not included in book rentals, but may be purchased at the bookstore.

Cafeteria (Dorm): \$2,900 (\$290 x 10 charges). This charge includes well-prepared vegetarian meals in the Cafeteria from clinics until graduation for dorm students.

Cafeteria (Village): \$850 (\$85 x 10 charges). Village students may eat every lunch in the Cafeteria. They may also eat breakfasts and suppers by paying cash for their meal(s). Clinics, social events, such as banquets and SA functions, are also covered. (See *Other Charges*)

Room and Laundry: \$2,750 (\$275 x 10 charges). Charges will continue as long as the room is occupied. Students are held responsible for damages to their rooms beyond normal use.

Extra Dormitory Charges:

Counter-top Refrigerator in Room.....	\$8/month
Microwave in Room.....	\$8/month
Overnight Visitor	\$10/night
Private Room (if available)	\$50/month

Revision of Rates: Due to business uncertainties, money value or minimum wage changes, the Board of Trustees reserves the right to revise these rates without notice.

■ **MISSED SCHOOL DAYS**

Students entering/withdrawing at irregular times are charged a pro-rated basis for days attended. Students who receive home suspensions will not receive credit for days missed or any regular school vacation or days missed by school closures.

■ **OTHER CHARGES**

Art Lessons: Materials used for personal use may be purchased at the bookstore.

Cafeteria Meal Charges:	• <u>Village Rate</u>	• <u>Guest Rate</u>
	Meal Ticket (10 meals) - \$50	Adult - \$6
	Cash Price, Per Meal - \$5.75	Child (under 12 years) - \$4.25

Class Dues: The following class dues will be charged to the student’s account on the September statement:

<u>Class Dues:</u>
Freshmen Class - \$25
Sophomore Class - \$25
Junior Class - \$60 <i>(does not include class trip)</i>
Senior Class - \$60 <i>(does not include class trip)</i>

Senior dues cover gift & flowers for parents at graduation, Senior Recognition and other class-operating expenses.

Dual Credit: Andrews University charges \$100/credit hour for dual credit courses and a \$50 distance fee. Students in dual credit courses will be charged at the start of each semester.

Graduation Fee: A graduation fee of \$150 will be charged to all senior accounts and includes the following: keepsake tassel, cap and gown rental, diploma, graduation weekend program and other graduation expenses.

Instrument Rental: Charge of \$12/month for rental of school instruments.

Miscellaneous: The following require advance cash payments, and parents will be notified what due dates are available:

September	School Pictures
October	Junior Class Trip
November	AYA Trip
February	Bible Camp
February	Music Festival
May	Senior Class Trip

Music Lessons: Piano, voice, instrument and organ lessons are \$20/lesson for each 30-minute instruction period. Music lesson supplies are extra.

Official Transcripts: Student accounts must be paid up before transcripts/diplomas are issued. The first two transcripts are free, and thereafter, a \$5 fee will be requested.

Piano/Organ Rental: Charge of \$8/month for piano and organ rental.

■ PAYMENTS

Payment due on or before Registration:

Dorm Student: \$1,990

Village Student: \$1,510

Remittance: Make checks, drafts or money orders payable to “Great Lakes Adventist Academy”, and sent to the Business Office. Make online payments at *glaa.net*. Click on ‘Parents’, ‘Make a Payment’, ‘Payment Link’, and ‘First-Time Users Click Here to Register’. *(By using your bank account and routing number, you help us save significant credit card fees.)*

Foreign Currency: All non-USA/non-Canadian students must pay in advance all total minimum charges for the year and are not eligible for the discount. Please mark the amount of \$16,750 to be paid in ‘US Funds’. This amount will be due the day the student enters school.

Payments by cash, check or online are due on or before the 26th of each month.

■ PAYMENT DISCOUNTS

Family discounts, tuition assistance, Project Assist and other discounts will be credited on the August 31st statement and will not be subtracted from the 'Required Payment' amount for the following discounts. Discounts are not given for credit card payments.

Registration Payment Discount:

Discount Period	Dormitory Students		Village Students	
	Required Payment	Amt. of Discount	Required Payment	Amt. of Discount
July 1-14	\$1,890	\$100	\$1,435	\$75
July 15-31	\$1,920	\$70	\$1,460	\$50
Aug 1-11	\$1,940	\$50	\$1,470	\$40
Aug 12-21	\$1,990	0	\$1,510	0

In order to have early registration privileges, we must receive the 'Required Payment'.

Early Total Year Payment: Parents desiring to pay the total year in advance will be given a 5% discount. Parents desiring to pay half the year in advance will be given a 3% discount. The General Fee is not subject to discount. Student labor is not included when calculating this discount. Discounts will not be given for credit card payments.

Early Payment Discount: A 2% discount will be given on the current month bill if payment is received by the statement due date and applies only to parents/guardians.

Family Discount: A 5% discount on tuition and book rentals will be given for each student when two from one family attends GLAA, and a 10% discount for each student when more than three from one family attends GLAA.

■ DELINQUENT ACCOUNTS

Accounts are considered delinquent after the 26th of each month. **All accounts must be cleared before a transcript or diploma will be issued.** Accounts are considered delinquent as follows:

OUTSTANDING ACCOUNTS IN OTHER SCHOOLS must be settled before students are admitted to GLAA.

RETURNING STUDENTS TO GLAA must have the prior-year ending balance paid before registering for classes.

ACCOUNTS REMAINING FROM FAMILY MEMBERS who attended GLAA must be settled before another student from same family is admitted.

Service Charge: A finance charge of 1.25% (15% per annum) may be applied on delinquent accounts.

Finance Committee Action: Committee action may be taken as follows:

- A Sept statement balance may result in not allowing a student to enroll for second nine-weeks.
- A Nov statement balance may result in not allowing a student to take first semester exams.
- A Feb statement balance may result in not allowing a student to enroll for fourth nine-weeks.
- An Apr statement balance may result in not allowing a student to take second semester exams.
- A student whose account is overdue two months may be asked to work on Sundays, during vacations and/or home leaves to help bring their account in balance.
- A student with an account over 90 days delinquent may be asked to withdraw.

■ STUDENT ASSISTANCE

Project Assist: Michigan Conference constituents experiencing financial difficulties may apply for Project Assist, a three-way assistance program. The conference and academy match local church amounts up to a board-approved level. The year's approved level is \$1,650 (*for dormitory students*) and \$875 (*for village students*). To apply:

1. Request a *Project Assist* application from the academy Business Office.
2. Fully complete the application.
3. Submit the application to your pastor.
4. After local church approval, submit the application to the academy for Michigan Conference Board of Education approval.
5. The amount credited is based on the actual days in attendance.

Worthy Student Fund: A *Worthy Student Fund* for students in need has been set up and is allocated as available by committee. Make requests to the business manager.

Student Labor: Student labor is available to teach students the dignity of labor and to defray expenses. Earnings will be credited to the student's account for work performed. Each dorm student will be expected to willingly work as assigned.

FACTORS AFFECTING WORK:

- **Paper Work:** Each student must present original *Birth Certificate* and *Social Security Card* for filling I-9 Form and to be copied for Business Office files before working.
- **Age:** A student must be at least 14 years of age to work.
- **Work Assignments:** Work assigned is determined by age, skills and job availability.
- **Project Assist:** *Project Assist* or other scholarship assisted students must work as assigned by labor coordinator. This often means working at Cedar Lake Foods, the Farm or evenings at the Cafeteria. Throughout the school year, students may be asked to work Sundays, home leaves and/or vacations to keep their account current.

■ TITHE

Students are encouraged to fill out a form requesting tithe be automatically deducted from their monthly earnings. Tithe is sent to the Michigan Conference.

■ TRANSPORTATION

Transportation is available for medical purposes and to meet bus, plane or train schedules, as staffing allows. Administration should be contacted prior to the purchase of tickets to assure a ride. In-state guardians should take the primary responsibility for providing rides. Staffing may not be available prior to home leaves, during test weeks, graduations and at other times of the year. The following are charges to common destinations:

Alma	\$ 30;	\$20 per additional student
Blanchard	\$ 30;	\$20 per additional student
Edmore	\$ 12;	\$ 6 per additional student
Flint	\$ 60;	\$20 per additional student
Grand Rapids	\$ 60;	\$20 per additional student
Ithaca	\$ 32;	\$20 per additional student
Lansing	\$ 55;	\$20 per additional student
Mt. Pleasant	\$ 32;	\$20 per additional student
Sheridan	\$ 30;	\$20 per additional student

■ CASH WITHDRAWAL

Parents/students may deposit cash in office for withdrawal to care for incidental needs.

■ INSURANCE

Student Accident Insurance: A student accident insurance with secondary-coverage is furnished, and only after family insurance coverage is expended, or if there is no other primary insurance. Coverage is for injuries incurred while in attendance at school, and

does not cover expenses other than accidents. These situations must be paid by the parent, sponsor, and/or family policy. *A student accident report must be filed when the accident occurs to receive benefits.*

Workmen's Compensation Insurance: For accidents that occur while the student is employed, the academy is covered under the *Worker's Compensation Insurance Act*. If, however, a student is to receive these benefits, *an accident report must be filed with the academy when the accident occurs.*

STUDENT HANDBOOK

■ ASBESTOS (AHERA) POLICY

The *Asbestos Hazard Emergency Response Act (AHERA)* requires schools develop comprehensive plans to ensure learning and living environments where students are protected from asbestos hazards. Be assured precautionary measures have been taken to identify and eliminate potential exposure in each of our buildings. Using an accredited firm, we have completed a thorough inspection in all our facilities. From this inspection, GLAA developed a comprehensive management plan. This plan has been reviewed and accepted by the State of Michigan and is reviewed periodically. The law requires parents and employees be informed of the existence and accessibility of our management plan. The plan is located in the storage area between the library and conference room. If parents have questions regarding the management plan, they may contact administration. Parents can be assured we continue to do all possible to protect students from harmful and hazardous substances.

■ ATTENDANCE

Regular attendance is expected. To maximize their experience at GLAA, students will benefit from regularly attending classes, chapel, work, religious services and activities.

Unexcused Absences: These are absences without notification from parents or teacher. It is at the discretion of the teacher if missed assignments/tests are accepted. Unexcused absences affect a student's citizenship.

Excused Absences: A written excuse signed by a parent or teacher is required within 3 school days. School trips, emergencies, suspensions and 'sicklist' do not require a written excuse. A student with an excused absence is permitted one day for each day excused to make up missed assignments/tests. Absences are considered on individual basis.

Tardiness: Students must be on time to all appointments. Three unexcused tardies equal one absence. A student will be given an unexcused tardy during the first ten minutes of a class period, after which it will turn to an unexcused absence.

Disciplinary Unexcused Absence: An unexcused absence will be given to a student if sent by the teacher to the administration office for continued, unsatisfactory behavior.

Weeks of Prayers: All students, within five miles of the academy, are required to attend all week of prayer meetings.

Unusual Requests/Family Vacations: Administration requests that whenever possible family vacations be taken during regularly, scheduled home leaves or over summer months. Student absences should be severely limited, since students are deprived of the learning experience. Unusual requests to miss school should be submitted to the Administrative Committee at least one week in advance. Students who are absent for either the winter or spring semester exam weeks have five (5) school days upon returning to school to makeup their missed exams.

■ ATTENDANCE DISCIPLINE

For every unexcused absence, a student will receive 3 points. For every unexcused tardy, a student will receive 1 point. For each work period missed, a student will receive 3 points. To avoid attendance discipline, total attendance points each quarter must stay below 10 points. **Attendance points and attendance discipline begin new each quarter, however, Attendance Checklist must be completed.** Parents are notified at each level.

1. **First Level:** When 10 points have accumulated, the student is put on *Attendance Checklist*, which requires the student complete 10 days of perfect attendance to return to recreation. (These 10 days do not have to be consecutive.) Additionally, the student will have a conference with an administrator, parents will be notified and recreation will be suspended. (*Attendance Checklist* does not reset at the end of the quarter until 10 days of perfect attendance are complete.)
2. **Second Level:** When 15 points have been accumulated during the same quarter, the student will meet for a parent conference. Recreation will be suspended at this level until the 10 days perfect attendance have been completed.
3. **Third Level:** When 20 points have been accumulated in the same quarter, following *Second Level*, the dorm or village student will be referred to Administrative Committee for a one-week, in-house suspension. They will be expected to attend classes and work appointments, excluding recreation. Study periods and meals will be arranged by the vice principal. Continued attendance points will lead to possible withdrawal.

Excessive Absences: Students absent for more than 15% of classes in a marking period (7 days in a 9-week grading period) may receive a *FA (Failure due to Absences)*. Reinstatement of the grade will require a written request to the Academic Standards Committee. Students with unexcused absences for more than 15% of any class in a marking period will receive a *FA* grade without appeal. Students with repeated unexcused absences a second nine-weeks will receive an *FA* in the class and will be dropped from the course. Academic Standards Committee will handle special cases, such as student illnesses or entering school late, as to whether or not the 15% rule will apply.

■ BANQUET PRIVILEGES

Students with senior status may invite off-campus guests to banquets. This privilege is limited to GLAA alumni only. The senior must submit a request to the Administrative Committee for approval. The student is responsible for meal and activity costs.

■ BICYCLES

Bicycles are permitted at school pending the following stipulations:

1. Parents submit a waiver stating their student can ride their bike at school.
2. Students must wear an appropriate bicycle helmet when riding a bike.
3. Students must ride in groups with a supervising staff member.
4. Bicycles must be stored in a safe and secure location determined by administration.

■ BOOKSTORE

Students may purchase necessary supplies at the bookstore on a cash or charge basis.

■ CAMPUS CONDUCT

1. **Student Use of Center Campus:** Monday-Thursday: 7:35am-5:40pm or sunset, whichever comes first. (For Friday through Sunday use of Center Campus, see the WEEKENDER or special schedules.)
2. **Dormitory Privacy:** The area immediately in front and in back of each dorm is off limits to members of the opposite sex. Dormitories are closed to the opposite sex at all times, except by permission of the deans.

3. **Recreation/Planned Activities:** All students, when not in their respective dormitories, are expected to be at recreation, at approved activities or at weekend events.

■ CAFETERIA

The Cafeteria provides healthy, well-balanced vegetarian meals. Vegan options are provided at most meals, and are often available upon request. The Cafeteria encourages a pleasant, respectful home-like atmosphere.

■ CAFFEINE & BODY-ENHANCING DRINKS

Students are not permitted to have any caffeinated drinks in their possession, including body-enhancing drinks/supplements.

■ CARD PLAYING

Card games like *Rook* and *UNO* are acceptable, however, deans may confiscate cards if played in excess or used for gambling purposes. Playing cards are not permitted.

■ CELL PHONES

Students may not use cell phones on campus. Specific exceptions, with conditions, will be announced for certain trips. When on campus, dorm students must check-in cell phones with deans. At home leave time students are permitted to use personal cell phones to and from the academy while riding the home leave busses. Headphones and earbuds can be used when phones are permitted. Village students may have cell phones on campus provided they are stored and silenced, and only used by permission of a staff member to arrange transportation with parents/guardians. When on school-sponsored trips, village students are subject to the same cell phone policies as dormitory students.

■ CHEATING/HONESTY POLICY

GLAA is committed to integrity, therefore students are asked to pursue their studies with integrity and honesty. Incidents of dishonesty are taken seriously. When students are caught cheating or plagiarizing, a process is begun that may result in serious consequences. It is important to academic success, and vitally important in growing Christian character, that students know what constitutes academic dishonesty. Plagiarism and cheating are unacceptable.

Plagiarism is presenting someone else's material as your own. Work is plagiarized if any part of it is taken from another source without proper reference. Such sources include, but are not limited to, internet websites, encyclopedias, textbooks, magazines and other students' papers.

Cheating includes copying homework, looking on another student's test or quiz, letting another student look on a test or quiz, using other secretive methods of giving/getting answers on a test or quiz, taking information from another source that is not properly referenced, working with others on an assignment that was meant to be done individually. This includes lending and borrowing others' computer accounts and using electronic media.

First Offense (per year/for all classes):

- Student receives a zero grade for that assignment.
- Student will receive a verbal notice with 4 hours supervised activity.
- School contacts parent or guardian.

Second Offense (per year/for all classes):

- Student receives a zero grade for that assignment.
- The incident will be submitted to the Administrative Committee, the student's parent notified, and the student will receive 8 hours of supervised activity.
- Teachers are informed of the incident.
- Student writes a letter to parent or guardian.
- Student is not eligible for nomination to the National Honor Society, or may forfeit membership if already inducted.

Third Offense (per year/for all classes):

- Student receives a zero grade for that assignment.
- Incident is submitted to the Administrative Committee.
- Student receives a three-day suspension and/or is asked to withdraw from school.

■ CLOSED WEEKENDS

Several weekends throughout the school year are closed and, as such, weekend leave requests may not be granted. These closed weekends include all the weeks of prayer, and other weekends as they pertain to certain groups or organizations. (see enclosed calendar)

■ COLLEGE VISITS (by Seniors)

GLAA encourages student attendance at Adventist colleges and universities, at the same time acknowledging the importance of class attendance. Therefore, students are asked to use home leaves for these visits. If impossible, a senior may request 1 school day, plus 1 travel day to visit an Adventist college, provided it is not a 'closed' week and/or weekend, such as weeks of prayer or recognition weekends. Normal processes for securing work replacements and permission to miss music or gymnastics' performances should be followed. Students must travel with a parent, or with other students' parents for whom there is both written permission from the student's parent and a written invitation from the driver or host parent. College visits for non-Adventist colleges should be planned for over home leaves. Exceptions will be handled by request to the Administrative Committee.

■ CONTRABAND (see *Discipline Pertaining to Contraband* on next page)

■ DAILY SCHEDULE (regular)

TIME	SCHEDULE
6:35 - 7:15 am	Breakfast Served (hot)
7:15 - 8:00 am	Breakfast Served (cold)
7:20 - 11:30 am	Morning Classes & Work
11:15 am - 11:55 pm	Lunch Served
12:10 - 12:25 pm	Chapel
12:30 - 4:40 pm	Afternoon Classes & Work
4:45 - 6:10 pm	Aerokhanas Gymnastics Team & Music Groups Meet
5:30 - 6:15 pm	Supper Served
6:25 - 7:25 pm	Recreation/Intramural Program
7:35 - 7:55 pm	Dorm Worship
8:00 - 10:00 pm	Study Hall
10:00 pm	Lights Out (10:30pm for Seniors)

■ DISCIPLINE POLICY

All policies and rules apply to dormitory and village students while on school premises, on a school vehicle, at a school-sponsored activity or whose conduct at any time or place directly interferes with operations, discipline or the general welfare of the school. Staff members and the Administrative Committee work within the philosophy and guidelines furnished. Discipline for infractions of rules is generally administered with the following factors in mind:

1. Discipline is for the student's good; administered in love for correction.
2. Most classroom discipline is handled directly between the student and the teacher.
3. Discipline is given justly and impartially, while considering background and attitude.
4. The home, school and church are all means of teaching self-discipline.
5. For serious infractions, the Administrative Committee may recommend withdrawal/dismissal. (*See Major Discipline*)

Discipline Pertaining to Contraband

(Contraband means "that which should not be found" on the student, in the student's room, in the dormitory, on campus or school vehicles. This includes possession, providing or use of these items.)

All contraband items will be confiscated.

All school rules apply on school trips.

(If a student has to be sent home when on a school trip, it is at the expense of the family.)

(*indicates at deans and administration's discretion)

INFRACTIONS	CONSEQUENCES
Appliances: irons, popcorn poppers, toasters, soldering guns, sun lamps, etc.	*
Caffeine	*
Electronics: radios, tvs, vcr/dvd/blu-ray players, cd players, mp3 players, cell phones, computers, tablets, gaming systems, etc.	5 hours & \$50 fine per item; Upon 2nd offense, hours doubled (Fine and hours required before item is returned.)
Electronic Music Equipment: guitar amplifiers, electronic pianos, etc.	*
Explosives or Firing Arms: firearms or other explosive/firing-type materials	suspension; or possible withdrawal
Fire Hazards: candles, lighters, matches, burnable incense or any corrosive/flammable liquids, etc.	4 hours
Jewelry & Smartwatches	*
Meat: any flesh foods	*
Media: dvds, blu-ray discs, gaming cartridges, cds, etc.	Confiscated until end of school year
Occult: games or articles dealing with the occult	20 hours; or possible withdrawal
Pets: Fish are the exception	*
Playing Cards: games, such as <i>Rook</i> and <i>UNO</i> are acceptable, when not used for gambling	*
Questionable Materials: literature, posters, pornography, etc.	*
Recreational Equipment: skateboards, longboards, rollerblades, skates, etc.	*
Substance: possession/use of alcohol, tobacco, drugs, non-prescription drugs, etc. (See <i>DARE Program</i>)	20 hours & DARE Program; or possible withdrawal
Weapons: knives (all types), airsoft guns, clubs, slingshots, nunchucks, stars, martial arts material, hatchets, axes, hammers, etc.	20 hours; or possible withdrawal

Bullying/Harassment: Bullying/harassment are defined as one and/or repeated incidents of intimidation of others by real or threatened infliction of physical, verbal, written, electronically transmitted or emotional abuse, and/or the attack on the property of another. It may include actions as verbal taunts, name-calling and put-downs related to race, religion, national origin, age, gender, appearance or physical challenges.

Disrespect Toward a Staff Member or the School: Expressions of disrespect will not be tolerated in any form, including verbal, actions, written and social media.

Fighting: Fighting is not acceptable, and differences should be settled without violence. The following regulations apply to all involved, regardless of who provoked the fight:

1. Students who resort to fighting or harming another student will go before the Administrative Committee and will receive major discipline, which may include suspension or withdrawal from school. They will also be held responsible for all medical costs, not covered by insurance.
2. If a student is injured in a fight and has to miss work for a period of time, due to injury, the person who injured this student will need to compensate for wages lost.

Hazing: Hazing in any form may be defined as, but not restricted to, any method of initiation or pre-initiation into a student organization or any pastime or amusement that causes a student bodily danger, physical harm, humiliation, personal degradation or disgrace resulting in physical or mental harm.

Insubordination: Insubordination is failure on the part of a student to follow requests/direct orders of a staff member. Repeated refusal to obey requests will result in major discipline and Administrative Committee action.

Investigations: Full cooperation and honesty during discipline and investigations are required of each student. Failure to cooperate will leave the student liable for discipline, including withdrawal from school.

Leaving Dorm/Wrong Dorm: Students found in or around the dormitories of the opposite sex or hosting them will be subject to dismissal. Students who leave their dormitories after hours will be subject to Administrative Committee action.

Major Discipline: The chart on the next page deals with areas considered major discipline and includes the probable consequences. These infractions will be taken to the Administrative Committee. **If 8 or more hours of supervised activity are assigned, the incident will be considered major discipline.** No list of fines or infractions can or should be considered all-inclusive. In addition, when public law has been violated, law enforcement may be contacted.

Occult: Any books, games, etc, having direct/indirect ties to the occult (such as witchcraft, vampires, zombies, etc) will result in major discipline, and the student may be asked to withdraw from school.

Probation: (see *Month-by-Month Probation*)

Sexual Relations: The school will not tolerate students involvement in sexual activities. Such activity will be subject to action by the Administrative Committee, and students involved will be subject to dismissal. The basic policy for GLAA is ‘hands off’. (See also *Sexual Conduct Statement*.)

Discipline Pertaining to Conduct

All school rules apply on school trips.

*(If a student has to be sent home when on a school trip,
it is at the expense of the family.)*

(*Indicates at deans and administration's discretion)

INFRACTIONS	CONSEQUENCES
AWOL: leaving dorm/school grounds without permission (see <i>Sign-Out</i>)	20 hours; or possible withdrawal
Bullying/Harassment/Hazing/Fighting: The student who injures another student will be responsible for all medical expenses, regardless of who provoked the incident, and for wages lost.	20 hours; or possible withdrawal
Cheating/Honesty: (see <i>Cheating/Honesty Policy</i>)	*
Climbing Up: being on the roof of, climbing up on buildings, school sign or the bell tower	*hours & restitution
Computer: improper use of computers	*hours & loss of privilege; or possible withdrawal
Electrical Equipment: tampering with electrical equipment	8-20 hours; restitution
Fire Alarms/Security Cameras/Fire Escape Doors/Smoke Detectors/Sprinklers: opening fire escape doors, setting off fire alarms or sprinklers, tampering with smoke detectors or security cameras	20 hours; \$75 fine; restitution
Found in Dorm: students in/around dorm of opposite sex	possible withdrawal
Horse-Play: wrestling, slap-boxing, horse-play, etc	*
Insubordination: constitutes failure by student to follow request of a staff member, including expressions of disrespect, and repeated offenses	8-20 hours; possible suspension; possible withdrawal
Meeting Irreverence: irreverence in worship meetings	*
Pranks: water, snow, shaving cream in dorm or thrown out of windows, etc.	2-4 hours; restitution
Profanity: use of profanity/taking the Lord's name in vain; (Second offense, the student will meet with the Ad Comm.)	*
Stealing: stealing/possession of stolen goods	8-20 hours & restitution
Unauthorized Entry or Exit	*hours & restitution
Unauthorized Keys: possession and/or use of unauthorized keys	8-20 hours & \$50-\$250 fine & restitution
Vandalism: any vandalism and/or defacing of property	20 hours & restitution
Vehicle Tampering: unauthorized use/tampering with vehicles	20 hours & restitution
Water Tower: climbing the Water Tower	30 hours & \$200 fine

Social Indiscretion: When a staff member observes a couple in a compromising situation, which includes everything from holding hands to a passionate embrace, to being in the wrong place/wrong time, the couple will immediately be informed they are on *Social Holiday* and must not communicate in any way for a period of seven days. In the event the involvement is more serious, the incident will be referred to the Administrative Committee. The second offense will result in a minimum of 14 days on *Social Holiday*. If a couple is disciplined three times in a school year, it will become major discipline. *Social Holiday* will impact the students' citizenship grades and *Principal's List*. (See *Socializing & Escorting*)

Substance Abuse: GLAA is committed to maintaining a drug-free environment, therefore, possession, consumption or distribution of drugs other than those prescribed by a physician are strictly prohibited on campus and at off-campus, school-sponsored functions. Suspected substance abuse may require police investigation.

Substance Abuse Involves:

1. the mis-use of non-prescription or prescription drugs.
2. possession of prescription drugs not belonging to student found with the drugs.
3. the possession of drug paraphernalia.
4. the inhalation of glue fumes, tire patching compound, chemicals, etc.
5. the possession of all illegal drugs, including marijuana.
6. imitating or giving the impression of using any of the above mentioned items.
7. the use or possession of alcoholic beverages or tobacco.

If a student is found under the influence of, in possession of or distributing any of the above-named substances, the student will either be referred to the *DARE* program (*Drug and Alcohol Resistance Education*), an early-intervention program outlined below, and be assigned 20 hours of supervised activity, or be asked to withdraw from school.

DARE is a drug and alcohol resistance education program designed for the experimental or occasional user. The *DARE* program involves a minimum of 10 lessons of substance abuse education and is an expense to the student and parents in both money and time. Submission to urinalysis, blood alcohol or other appropriate tests are required. Failure to complete the *DARE* program or additional involvement in substance abuse will result in discipline and/or withdrawal.

Supervised Activity: Supervised activity is assigned by deans, administration, or the Administrative Committee as a disciplinary measure. Students may not attend recreation if they do not have their supervised activity hours complete. Students that exceed 40 hours of supervised activity in a school year will serve a one-week suspension. Students that receive major discipline after a suspension may be subject to withdrawal.

Visits to Campus: Former students who have been dismissed or requested to withdraw, must request permission from an administrator before visiting campus.

Withdrawal: Students who refuse to voluntarily withdraw at the request of the Administrative Committee will be expelled.

■ DOCTOR APPOINTMENTS

Doctor visits should be scheduled during regular home leaves.

■ DORM CLUBS

Dorm and village students are automatically members of the dormitory clubs. These clubs elect their officers each new year and are sponsored by the residence hall deans.

■ DRESS CODE

GLAA's dress code has been developed with consideration for modesty and a natural look. All clothing for all activities should be neat, appropriate, in good repair, and should fit well. The following regulations may not necessarily have spiritual implications as much as they reflect a desire to distinguish between different functions and appropriate attire for various activities. (*Village students are required to meet the following dress code when on campus.*) (See *School Uniform Purchases.*)

School Dress:

The school uniform must be worn in the Administration Building during the school day, (Periods A - H and PM Chapel), with exception to student workers going to work after PM Chapel at the Cafeteria, Farm and Plant Services.

1. GLAA uniform Pants; Shorts (boys); Capris or Skirts (girls)
2. GLAA uniform Polo Shirts: navy, black or royal (boys); navy and black with camis in black, white, grey, navy or skin tone; white polo, only with white or beige camis (girls); red polo (Seniors only)
3. GLAA uniform Oxford Shirt, modestly buttoned (tucked in and worn with black or brown belt through pant/skirt loops)
4. Black, navy, grey, tan and white, short- or long-sleeved undershirt can be worn under GLAA polos/oxfords.
5. GLAA uniform Jacket, with GLAA polo shirt worn under jacket.
6. GLAA uniform Fleece (navy or grey), with GLAA polo shirt worn under fleece jacket.
7. Tights/Leggings: unpatterned, solid colors (black, white, grey, navy or skin tone)(girls)
8. Closed-toed, closed-heeled shoes, and shoes with heel straps (no slippers or flip-flops)
9. Scarves are permitted with uniform dress.

Sunday School Day & Home Leave Day Dress:

In addition to the school uniform, students are also permitted to wear appropriate jeans with GLAA-issued shirts or sweatshirts on Sundays when school is in session and on Home Leave days.

Recreation Dress:

1. Blue Jeans (everyone), Capris (girls)
2. Appropriate Shorts. (Shorts must reach fingertips when standing, and extending length of shorts using leggings or spandex, does not meet policy.)
3. Track Suits; Sweats (A shirt must be worn under jackets.)
5. Appropriate T-Shirts
6. Appropriate Hats and Headbands (No hats when involved in indoor games.)
7. Jerseys for basketball and floor hockey
8. Cut-off Shirt sleeves only when playing basketball (boys)
9. Closed-toed, athletic shoes must be worn by any persons participating at recreation.

Cafeteria Dress:

1. School-Day Breakfast & Lunch - Appropriate Shirts/Jeans/Work Clothes/School Uniform
2. School-Day Supper (Sun - Thurs) - Recreation Dress
3. Friday Supper - Appropriate Shirts/Jeans
4. Sabbath: *Lunch* - Sabbath Dress (without ties and jackets for boys);
Breakfast & Supper - appropriate Shirts/Jeans
5. Non-School Sundays: Recreation Dress

Friday Vespers Dress:

Boys: Dress Slacks or Khakis; Button-Up Shirts; Dress Shoes and Socks (no flip-flops); (Sport Coats and ties are optional.)

Girls: Dress Slacks or Khakis; Sweater, Blouse or Jacket with sleeves; Regular-Length Dress or Skirt (to knee or longer); Dress Shoes (no flip-flops)

Sabbath School & Church Dress:

Boys Dress: Suit or Sport Jacket with Dress Slacks; Dress Shirt (tucked in), Belt and Tie; Dress Shoes (no flip-flops) and Dress Socks. (During warmer months, coats and sweaters are optional, at the dean's discretion. Jackets can be removed, if too warm in church.)

Girls Dress: Regular-Length Dress or Skirt (to knee or longer); Blouse/Top with sleeves and modestly buttoned (no see-through fabric); Dress Shoes (no flip-flops).

Sabbath Afternoon Campus/Meeting Dress:

See WEEKENDER for required attire to weekend events and activities.

Friday Night & Saturday Night Church Meeting Dress:

When there are programs scheduled at the church either Friday or Saturday nights, students are required to wear 'Friday Vespers Dress'.

Jewelry/Smartwatches: Students are asked to leave jewelry items and smartwatches at home, with exception to regular wrist watches. Jewelry and smartwatches will be confiscated.

Hair: Students are encouraged to keep hair clean and well-groomed and avoid unnatural hair color and extreme hairstyles.

General:

1. It is not appropriate to go about campus:
 - a. in tight-fitting or overly-baggy clothing.
 - b. in PJ-type clothing.
 - c. in tanktops, jerseys or shirtless.
 - d. with undershorts/boxers showing.
 - e. with a low neckline, either front or back.
 - f. with a sleeveless top or a tank top.
 - g. yoga pants.
2. Dresses and skirts must come to the knees when standing or sitting (girls).
3. Offensive Clothing (T-shirts should be in good repair and should not contain messages depicting music groups, the occult, drugs, alcohol, tobacco or inappropriate language.)
4. Shirts and Blouses must be modestly buttoned.
5. Swimwear for school trips must be approved by the dean. Acceptable swimwear for girls is a modest one-piece bathing suit, or modest tankini, with no midriff showing when hands are raised, and board shorts with either a one-piece suit or modest tankini top. Boys are not allowed to wear speedo-type swimwear.
6. It is inappropriate to wear unnatural-looking and excessive make-up.
7. Medic alert symbols may be worn if the student has a note from the doctor.
8. Tops must cover the midriff when sitting, standing, bending or stretching.
9. Footwear must be worn at all times outside of the dormitories.
10. Hats can be worn in respective dorms, the Fitness Center and during recreation, when not participating in a game.

Banquets, Graduation & Other Dress-Up Occasions: All students (dorm and village) attire must be approved by a dean one full week before the event. All girls' graduation dresses must be approved by the dean prior to Thursday night before Graduation Weekend.

■ **EMERGENCY DRILLS**

GLAA is in compliance with the State of Michigan as relates to emergency drill requirements

for educational facilities. For all drills, students are asked to leave the building and follow the instruction of their work supervisor, teacher, dean or administrator present, when the drill is sounded and/or announced. In an actual emergency, parents and staff will be notified of the event, immediately through *Parent Alert*, via text, email and/or phone notification.

■ ENGAGEMENT/MARRIAGE ANNOUNCEMENTS

Current GLAA students' engagement/marriage announcements are not permitted on campus, including the scheduling and carrying-out of wedding showers or related party events.

■ ENTERTAINMENT

GLAA is intentional about building character and is concerned that students acquire an understanding of Christian living. As a Seventh-day Adventist school, our mission is to educate young people to make entertainment choices based on an understanding and application of biblical principles. Therefore, GLAA does not allow the following content:

- a. unacceptable language
- b. immoral relationships
- c. intemperance and abuse of the body
- d. hatred, violent words and/or actions
- e. prejudice toward races, ethnic groups or religions
- f. fantasy and unrealistic portrayals
- g. crude or suggestive comedy
- h. music that militates against Christianity
- i. the occult and all related satanic agencies
- j. all other similar non-Christian portrayals not mentioned

■ GRADUATION WEEKEND POLICY

Freshmen and sophomores are requested to leave campus after year-end final exams, so rooms can be made ready for graduating seniors' parents and guests. If freshmen and sophomores have immediate relatives graduating or are requested to work during the weekend, they may make arrangements with their respective deans to stay through graduation. All juniors and seniors are required to stay through graduation weekend and participate as requested by the school administration. Student misconduct or discipline may remove this privilege.

Freshmen and sophomores returning to visit for the weekend should also expect to align themselves with school policies and rules. All GLAA students are expected to comply with school rules and requests throughout the weekend.

■ GUM CHEWING

Students are not permitted to chew gum in the Administration Building, the Church, the Cafeteria and the Fitness Center.

■ HALL DECORUM

In an attempt to provide a safe, learning environment in the Administration Building, students are encouraged to conduct themselves in an orderly fashion, by refraining from running, loitering, or engaging in horseplay in the hallways. Students should move to the dormitories, the Learning Center, the Receptionist Lobby or the Fitness Center during their free periods.

■ HOUSING

Students may live in the dorm or with their parents. Exceptions may be authorized by the Administrative Committee for students to live with staff members or adult members of the student's immediate family.

■ LEAVING CAMPUS

Dorm students are permitted to ride with other students for any overnights or home leaves,

pending written parental permission from all parents involved. Students may leave campus with an adult 21 years or older if these names are mentioned specifically on the *Campus Leave Authorization Form* filed with the dean. Siblings listed on the form under 21 years of age may transport students to and from their home. Deans reserve the right to make the final decision as to who students leave campus with, regardless of what permission slips state.

■ LOCKER USE

Students may request use of a locker in the Administration Building at the Registrar's Office. Students are asked to not use locks on school lockers.

■ MEDICAL SERVICES (see *Student Health Services*.)

■ MONTH-BY-MONTH PROBATIONARY REVIEW

Month-by-Month Probationary Review means a student's stay at the academy is in question, and their status must be reviewed monthly by the Administrative Committee. The committee will look over the student's attendance record, academic progress, dormitory program, work program and general behavior, and will notify the student and parent monthly of the committee's decision of a *Pass* or *Fail* grade. Students who pass the review three months in succession will be removed from probationary status. Any student who fails the review two times in three months will be asked to withdraw from school. Students who have had continued disciplinary problems at GLAA or at another school the previous year may be placed on Month-by-Month Probationary Review. Students who are suspended for disciplinary reasons will automatically be placed on Month-by-Month Probationary Review. Students who continually struggle with poor grades, due to a lack of effort on their part, will also be placed on 'Academic' Month-by-Month Probationary Review.

■ MOTOR VEHICLES (*Policy & Registration*)

Students may bring a vehicle to school for transportation to and from home if:

1. the student has submitted an application for a permit with administration.
2. the student is parked in the assigned parking place.
3. the student does not transport other students, dorm or village, without specific permission from the appropriate school official.
4. mechanical work done on the vehicle is only in authorized areas, at authorized times and arranged with the auto mechanics teacher and the dean.
5. the vehicle stays on campus after arriving until the driver leaves to return home.
6. dorm students' key sets and license plates are given to dean upon arrival on campus.
7. the car is free of GLAA contraband. (Vehicles may be searched.)
8. students are not loitering in parking areas or sitting in cars.
9. Michigan Motor Vehicle laws are obeyed, and extreme caution is used while driving on or near academy property.

■ MUSIC

All music performed by students must meet GLAA standards. In an effort to maintain these standards and utilize student talent, no accompaniment tracks are permitted.

■ NATIONAL HONOR SOCIETY

Great Lakes Adventist Academy maintains National Honor Society (NHS) chapter membership. A student's membership to NHS is granted at the invitation of the faculty. A description of the eligibility requirements, examples of selection criteria and the selection process follows.

1. Eligibility Requirements:

- a. Sophomores, Juniors and Seniors are eligible to be members of the *National Honor Society (NHS)*.

- b. Students must have and maintain a grade point average (*GPA*) of 3.5000 or above. This must include at least one semester at GLAA with a *GPA* of 3.5000.
 - c. Students must have attended GLAA for at least one semester prior to selection.
 - d. Students who meet these criteria will be invited to complete a Student Activity Information Form and supply information regarding leadership, character and service. A list of the eligible students will be posted at the beginning of the second semester, and announcements will be made at daily Chapel.
 - e. Eligible students are required to return the completed Student Activity Information Form by an announced date. Parent signatures will be required indicating they have reviewed the data and verified accuracy.
2. Criteria for Selection:
- a. All GLAA faculty and staff have the opportunity to evaluate eligible candidates. This information is used by the NHS faculty council for input about each candidate.
 - b. The council makes the actual selections after reviewing the Student Activity Information Form.

Leadership: The leadership criterion is considered highly important for membership selection. Leadership roles in both the school and the community may be considered, provided they can be verified.

Service: Service is generally considered to be those actions undertaken by the student, which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service. In considering service, the contributions the candidate has made to the school, classmates and community, as well as the student's attitude toward service will be reviewed.

Character: A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring and citizenship.

3. Procedures for Selection:
 - a. The Faculty Council selection is based on a point system. The criteria for leadership, character and service are rated on a scale of 1 to 4 with 1 being low and 4 being high. A total combined Faculty Council score of 60 is possible. The following minimum score is required: Sophomores-55; Juniors-50; Seniors-45.
 - b. If a student is selected, a letter of confirmation is sent to parents informing them of their student's selection and the time of the induction ceremony.
 - c. A formal induction ceremony will be held during the Second Semester.
 - d. A student becomes a member of *NHS* at induction.
4. Retention, Discipline, Dismissal & Resignation
 - a. The induction ceremony is required for current members.
 - b. Membership maintenance includes annual service projects as coordinated by the *NHS* chapter advisor. Optional cultural experiences may also be offered.
 - c. Members should understand they are subject to discipline or dismissal if they do not maintain the standards of scholarship, leadership, service and character that were used as a basis for their selection. When a member falls below the standards by which they were selected, the advisor will inform the errant member in writing of the nature of the violation, the time period given for improvement and provide warning of the possible consequences of non-improvement.
 - d. A member is never automatically dismissed for failing to maintain standards. A written notification and pre-dismissal hearing is called for and must be conducted by the Faculty Council to dismiss the member.
 - e. If the Faculty Council decides that dismissal may be warranted, the member is allowed to be present at their pre-dismissal hearing before the Faculty Council.

If a member is dismissed, written notice of the decision will be sent to member, their parents and the principal.

- f. If a student resigns from *National Honor Society*, they will never again be eligible for membership or its benefits. Resignation from the honor society should involve a written statement that is dated and signed by both the student and their parent(s).

■ OFF-CAMPUS VISITORS

Off-campus visitors should check in at the administrative office during regular school hours. Visitors are welcome for Friday night and Sabbath services. Parents are welcome any time.

■ PRINCIPAL'S LIST

Students who have a *GPA* of 3.0000 and no major discipline or attendance problems and have a citizenship grade of B or above in the most recent grading period will be named on *Principal's List*. These students may visit at faculty members' homes, which is known as 'green sheet', once a week during evening study hall. Seniors on *Principal's List* may go out two times a week. Seniors who otherwise do not qualify for *Principal's List*, may use this privilege once a month.

■ RELIGIOUS ACTIVITIES

GLAA provides a variety of religious activities through the Religious Activities Committee. These may include Sabbath afternoon activities, serving the community, midweek renewal meetings, etc.

■ SATURDAY NIGHT PROGRAMS

GLAA strives to provide wholesome activities for students every Saturday night when students are on campus. Some programs are only for our school family, with a select few open to the public. All dorm students are expected to attend, unless excused by their dean for personal reasons. Village students or guests who attend are expected to follow all school regulations and rules.

■ SCHOOL UNIFORM PURCHASES

For new or used uniform information, please visit our website at glaa.net, click on *admissions*, then *dress code*. Used uniforms that are in good condition will be bought back at a discounted price.

■ SECURITY CAMERAS

GLAA maintains security monitoring cameras throughout the campus for the protection of our students, staff, and facilities. Privacy and respect are of primary concern for the Academy. Therefore, cameras are not located in bathrooms, locker rooms, changing/dressing rooms, bedrooms and other areas where a person should expect a high level of personal privacy. These cameras observe, capture, transmit, photograph and record the sounds or events within the vicinity of the cameras. Video and audio recordings from these cameras are stored for a reasonable period of time before they are routinely erased. When appropriate, recordings may be used internally, shown to students or parents, or if necessary, disseminated to law enforcement. Tampering with, disabling, or modifying this equipment or process in any way is a punishable offence. By enrolling in and attending GLAA, the student and parent give consent to such audio and video recordings and their stated use.

■ SOCIAL INDISCRETION (see *Major Discipline*)

■ SOCIALIZING & ESCORTING

GLAA encourages healthy socializing. Students can be together in their respective dorms, in the Learning Center, at work, at evening recreation, or at meals. Students are not to loiter in hallways. The basic social policy for GLAA is "hands off". However, an appropriate hug

(A-frame or side-hug style) to cheer up a discouraged person or when parting for a longer length of time is not forbidden. Hugging with bodies pressed together is not appropriate. Even appropriate hugs are unnecessary for daily routine partings, such as after daily Chapel, recreation, meals, vespers, etc, and should be avoided.

Escorting on weekends is permitted as follows:

1. Friday Night Vespers: Only seniors may escort seniors from vespers.
All others must exit the Administration Building by way of their dorm.
2. Saturday Nights: Only upperclassmen may escort upperclassmen.
3. Banquets: Everyone may escort.

■ SPECIAL STUDY HALL

Special Study Hall is a program to assist students who are having difficulty with their studies. Every few weeks the coordinator will evaluate student academic progress. Students with two D's or I's and/or one F will be assigned to Special Study Hall. A student will be removed from Special Study Hall at any new evaluation when their grades are acceptable.

■ STUDENT HEALTH SERVICES

In the event the student needs medical attention, we will provide medical treatment as is necessary. GLAA's nurse visits both dormitories every school morning and is on-call throughout the day. If needed, transportation to medical facilities can be provided by the school, at the parents' expense. The school nurse is committed to a holistic approach to wellness that includes fostering a close relationship with parents and deans, in order to offer the best care possible.

■ STUDENT OFFICES & QUALIFICATIONS

Student officers are elected early in the school year. Students running for an office must have a 2.0 cumulative GPA and maintain a 2.0 at each quarter. The staff give leadership training and offer experiences for as many students as possible and seek to avoid undue stress and overwork to student offices. To accomplish these goals, the number of student offices a student may hold is **limited to one position**. Class officers usually include president, vice president, secretary, treasurer, sgt.-at-arms, boys' and girls' sports coordinators and boys' and girls' senators. Other campus leadership positions are: newspaper and yearbook editors, Aerokhanas' captains, student association offices, dorm clubs and AYBL offices. Students desiring to run for a Student Association office or senior class president, vice president or pastor offices must be a person of character demonstrating respect, responsibility, trustworthiness, fairness, caring and citizenship.

■ SUICIDE ATTEMPTS

Students will be required to undergo professional treatment at home should they attempt suicide or lead people to think they are considering suicide. Students may return when a licensed psychologist/psychiatrist provides written permission stating the student is safe to return.

■ TELEPHONES/STUDENT VOICEMAIL

Parents and guests may call (989) 427-2400 where they may access a call-by-name directory to reach or leave a voicemail for either a staff member or a student.

■ TITHING

Students may choose to have tithe deducted from their earnings and sent to Michigan Conference of Seventh-day Adventists.

■ TUTORS

Student tutors are available for free for those who need help. Tutor lists are sent to dorms, and at the proper time students may meet with tutor. Tutors are reimbursed by the academy.

■ WORK

Learning the dignity and efficiency of work is an important part of Christian education. Each student at GLAA is required to work. In addition, students will earn part of their expenses and will be given their work assignments based on needs within various academy departments. Work is available in the cafeteria, girls' and boys' dormitories, plant services, administrative offices, teachers' offices, janitorial services, farm and other industries. The amount a student earns each month will depend on their willingness to work and faithfulness in reporting to work. The work supervisor will issue a work grade each grading period according to the individual student's work performance. (See also, *Work-Study Program*.)

DORMITORY HANDBOOK

■ YOUR ROOM

Appliances: The following appliances are not be allowed in dorm rooms: hot plates, irons, and coffee makers. (see *Discipline Pertaining to Contraband*)

Food in Rooms: Food should be kept in sealed containers at all times, so as not to attract insects/rodents. Flesh foods and caffeinated drinks are not to be brought on campus or to dorms. Students cannot bring food or drinks into the dorm for the purpose of selling it. Students can bring small, desk-top refrigerators for an extra \$8 a month, and a small microwave for another \$8 a month. If items are shared, then the cost can also be shared.

Lights: Students should report to the dean if a replacement bulb is needed. Students are responsible for bulbs for light fixtures brought from home. Turn lights off when leaving room.

Room Changes: Students must have prior permission from the dean and their parent or guardian to change roommates.

Room Care: Student rooms are inspected to assure everything is in good repair before students move in. Students are held financially responsible for damage done throughout the year, which will be charged to the student's account. Rooms should be clean and orderly at all times and are inspected every day, except on Saturday and Sunday. Room check will consist of:

1. Beds should be made.
2. Trash is emptied.
3. Carpet vacuumed or floor swept at least once a week.
4. Clothes hung-up, and closet orderly.
5. Sink, mirror and counter clean and neat.
6. Desk and furniture clean and orderly.
7. General appearance.

Room Decorations: In selecting decorations, your room should reflect GLAA's Christian standards. Before putting up a poster, have a dean approve it. Do not put up stickers on doors, walls, mirrors or windows. Objectionable posters, pictures, stickers and other types of decor will be confiscated. Do not use road signs, highway signs and similar material for decor, as many assume these to be stolen. Avoid the use of confederate flags, swastikas or other publically, sensitive materials. Do not use nails, tacks or glue to hang wall decorations.

Room Furniture: The furniture in students' rooms is for their use and care. Damaged furniture no matter who did it or how it happened, will be charged the replacement cost.

Room Locks: It is in the student's best interest to lock their door whenever leaving the room.

The school will not be held responsible for missing articles and valuables. If a student loses a room key report it immediately, so a new key can be ordered. There is a \$15 charge for damaged-key replacement and a \$30 charge for lost-key replacement. The unauthorized copying of dorm keys is prohibited.

Room Reservations: Rooms are based on a point system and depend on previous year's room grades, years at GLAA, class standing, date of application and times student made the dean's list.

Room Size/Window Size: The rooms are approximately 9' 8" x 15' 4". The window is set within a block wall and is 48" wide x 54" long (to the top of the radiator). Students should bring their own tension/traverse rod, if they plan to put up curtains.

■ YOUR DORMITORY

Computers (Skype and WIFI): The school furnishes computers in each dormitory, two campus computer labs and computers in teachers' offices. Personal computers should not be brought to campus. Internet for student use is available from 5am to 10:30pm weekdays, and only religious programming is available during Sabbath hours. Computer privileges begin with a contract signed by a parent, the student and a dean. Students may lose privileges, at the discretion of the deans, when computers distract from studies, sleep or Sabbath observance. The improper use of computers for pornography, violent games and other activities may result in major discipline, including withdrawal from school.

Seniors will have computers provided for them by the school, but they will still need to provide their own monitor, keyboard and mouse.

There are Skype stations set up in both dorms. Parents should plan ahead with their student to secure an appointment time.

Dean's List: The Dean's List will supplement to the Principal's List but will deal with the dorms only. It will be posted weekly reflecting student performance in the dorm the previous week. The list is a tool in administering the dorm and a reminder to students to follow guidelines. To be on the Dean's List, students must meet the following guidelines:

1. Not fail room check more than once a week or more than three times.
2. Have perfect dorm worship and weekend services attendance.
3. Be reverent at all religious services.
5. Maintain good study hall conduct by being quiet, not being out of your room without permission, and not being late to appointments more than once.
6. Good dorm conduct

NOTE: Students on Dean's List will be able to participate in various extra activities, including club recreation, etc.

Dorm Student Staff: Your dorm student staff are here to serve you and to help provide a well-run living environment. The dorm student staff are an important part of the dorm life, and they are an extension of the deans to perform the basic duties which maintain order and consistency in the dorm. The dorm student staff include RAs (Resident Assistants) and their subs, desk monitors and janitors.

Emergency Drills: Students are expected to follow these guidelines during routine fire drills:

1. Every student must leave the building when the alarm sounds.
2. If night time, students should leave their room lights on.
3. Students should exit their rooms leaving doors open, so resident assistants (RAs) can check rooms. RAs will shut the doors.

4. Student must leave the building by closest exit. If fire drill is held in the dorms, students must leave the building and move to areas assigned by hall, so RAs can take attendance.

Janitorial Supplies: The deans request students bring their own cleaning supplies from home. Students are not to help themselves to janitors' supplies at any time. However, a broom, dustpan and vacuum will be provided in each dorm.

Laundry Rooms: Washers and dryers are provided free of charge, however, students should bring laundry detergent. The school is not responsible for missing clothing. To control this problem, we suggest students remain in the room while laundry is being done and/or put their name on their clothes. The laundry room doors are closed before sundown on Friday and opened after sunset on Sabbath.

Mail: Out-going mail can be placed in the slots by the dormitory mailboxes or in the Administration Building Reception's Office. In-coming mail is kept at the monitor's desk. Students must not go into the monitor's area to get their mail, or anyone else's. It will be handed out by the monitor-on-duty.

Pets: No pets are permitted in the dorm, with exception of fish.

Recreation and Weight Room: These areas will be open as announced, and no one is to use the free weights without a spotter present.

Sleeping In A Friend's Room: Students may not sleep in each others' rooms during the week. Exceptions may be made on weekends with the deans, provided there are no Sunday classes the next day. No more than four (4) people are permitted per room.

Social Indiscretion: (see *Major Discipline*)

Student Bank: Students are urged to deposit spending money in the student bank at the Business Office. Deposits/withdrawals may be made during regular office hours. The school assumes no responsibility for money lost in dorm rooms.

Telephones-Faxes-Voicemail: Students are asked to use the extension phones in the dorm lobbies and to give the main switchboard number (989) 427-5181 to their family and friends. Students may also give the academy's automated system number (989) 427-2400 for a call-by-name directory of students and staff. Any phone messages will be posted at the monitor's desk. Each student has a voice mailbox. Students are encouraged to activate the mailbox and check it often, so parents can leave private messages for their students at any time.

Each dorm has a fax machine where parents can send permission letters, etc. The numbers are: Boys Dorm Fax: (989) 427-0024; Girls Dorm Fax: (989) 427-1089

Visitors: All visitors must check in at the desk. Village students must follow all rules while they are visiting in the dormitories. No female students are allowed in the boys dorm and no male students are allowed in the girls dorm, unless they have received proper permission from the deans, and then no female visitors will be allowed beyond the boys dorm lobby, and no male visitors will be allowed beyond the girls dorm lobby. Family members will be allowed to go to dorm rooms after they check at the front desk and have the desk monitor announce visitors in the hall. Because visitors may come into the lobby at any time, students must wear bathrobes, sweats or gym shorts when they go to take a shower. (Just a towel is not acceptable.)

What To Bring:

1. Curtains and curtain rod.
2. 2 sets twin sheets, pillow case, pillow, 1 mattress pad, 1 blanket and 1 bedspread.
3. Towels and washcloths.
4. Study light and wastebasket.
5. Small vacuum, if available, and cleaning supplies.
6. Bathrobe and personal toiletries.
7. Tennis shoes for gym use.
8. Appropriate clothing. (see *Dress Code*)

■ YOUR DORM APPOINTMENTS

Dormitory Clubs: Enrolled students, including village students, are automatically members of the dorm clubs. These clubs elect their officers each new year and are sponsored by the dorm deans. The boys' and girls' clubs host at least one event together each year.

Medications (Prescription & Non-Prescription): Students are not to have prescription or non-prescription medication in their rooms at any time. Routine medication a student takes must be given to the school nurse on registration day for daily dispensing. Parents must also give the school nurse non-prescription medication their student is used to taking for common symptoms, such as pain, colds, flus, allergies, etc. The deans and school nurse will dispense non-prescription medication as needed.

Sabbath Preparation: Students are encouraged to guard the edges of the Sabbath by having all cleaning and other preparations completed approximately one half hour before sundown. Clothing needed for Sabbath should be out of the laundry room, since the room will be locked and remain locked until after sundown Saturday night.

Sickness: Students who are too sick to go to work or classes must see the nurse at the posted time. If the student is too sick to get out of bed, the student can ask their roommate or friend to report their illness. If a student becomes sick during the day and finds it necessary to leave work/classes, the student should report directly to the dean-on-duty. Students on sicklist must stay in their room for the entire day and cannot have visitors. Food will be brought to them. Failure to meet these conditions may result in unexcused absences.

Sign-Out Sheet: A sign-out sheet is always at the front desk, so deans, parents and work supervisors know where to find the student. Every time a student leaves campus, even when visiting at a staff home, students must check with a dean before signing out.

■ YOUR CAMPUS

Graduation Weekend Policy: All underclassmen are expected to move off campus upon completion of their final exams, so the rooms can be made available for parents and guests of the graduating class. All Juniors and Seniors are requested to stay through graduation weekend to participate as requested by school administration.

Walk Area: Approved student walk areas will be explained to students in the dorms.

Weekend Leaves: Students are required to go home or to a friend's home at home leave time. Because the weekend is an important part of the overall school program, please do not request more than one weekend leave between regularly, scheduled home leaves. If an extra weekend leave is necessary, submit a request to the Administrative Committee for approval. The student must always fill out a home leave request form and have it approved

by the dean and work supervisor. In order to approve the request, the dean must have on file written permission stating the student is allowed to leave campus alone or with the party in question, as well as the destination in question. Please plan ahead.

- Saturday overnight leaves may be taken and are not considered as weekend leaves.
- Friday overnight leaves will be considered a weekend leave, because the students will be missing the programs planned especially for them.
- On Sundays the students must be back by 7:30 pm, and on home leaves, they must arrive no earlier than 6 pm and no later than 9:00 pm.

Weekend Appointments: All weekend services are required for dormitory students, unless previous arrangements have been made with a dean. Students should not return to the dorm between Sabbath School and Church Service. Any special reason for leaving during the Church Service must be cleared with the dean.