



GREAT LAKES ADVENTIST ACADEMY

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Accredited by:

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

and

*Middle States Association Commission 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: _____

DEPARTMENT DIRECTORY

(area code: 989)

Administration	427-4444
Admissions & Attendance	427-2403 & 2404
Billing & Finance	427-2406 & 2407
Transcripts & Academic Records	427-2402 & 2404
Advancement & Recruitment	427-2460 & 2420
Cafeteria	427-2442
Campground Reservations (<i>closed Nov 1-Apr 1</i>).....	427-4126
Church (Cedar Lake SDA)	427-2484
Computer Science & IT Department	427-2413 & 2414
English	427-2419
Fitness Center Front Desk	427-2459
Girls' Dormitory Front Desk	427-2431
Extensions	(427-) 2448, 2449, 2452, 2453, 2454, 2469, 2470, 2472, 2473, 2476
Fax	427-1089
Men's Dormitory Front Desk	427-2435
Extensions	(427-) 2447, 2450, 2451, 2455, 2456, 2457, 2458
Fax	427-0024
History & Government	427-2422
Learning Center	427-2421
Mathematics	427-2415
Medical - School Nurse	565-0217; <u>Fax</u> : 427-0053
Music	(427-) 2474, 2409, 2411
Physical Education (<i>and Aerokhanas</i>)	427-2444
Plant Services	427-2499 & 2426
Radio Station (<i>WGLN</i>)	427-5972 & 2414
Religion	427-2416 & 2417
Sciences	427-2424
Spanish	427-2417
Student Association	427-4444

TABLE OF CONTENTS

History of Great Lakes Adventist Academy	6
Philosophy	7
Educational Objectives & Christian Service	8
Admissions	8
Non-Discrimination Statement	9
Sexual Conduct Statement	9
School Rights	9
Right to Appeal	9
Academic Information	10
Diploma Requirements	15
Courses of Study	16
Course Descriptions	17
Financial Information	23

STUDENT HANDBOOK

Asbestos (AHERA) Policy	25
Attendance	26
Attendance Discipline	26
Banquet Privileges	26
Bicycles & Longboards	27
Bookstore	27
Campus Conduct	27
Cafeteria	27
Caffeine	27
Card Playing	27
Cell Phones	27
Cheating/Honesty Policy	27
Closed Weekends	28
College Visits (<i>by seniors</i>)	28
Daily Schedule (<i>regular day</i>)	28
Discipline Policy	29
Major Discipline	29
Dorm Clubs	30
Dress Code	30
Emergency Drills	32
Entertainment	32
Discipline Pertaining to Contraband (<i>chart</i>)	33
Generative Artificial Intelligence (AI) Policy	34
Graduation Weekend Policy	34
Green-Sheet (<i>Visiting Staff Homes</i>)	34
Hall Decorum	34
Housing	34
Hugging	34
Discipline Pertaining to Conduct (<i>chart</i>)	35
Generative AI Assessment Scale (<i>chart</i>)	36
Locker Use	37
Month-by-Month Probationary Review	37
Motor Vehicles	37
Music	37

National Honor Society	37
Off-Campus Visitors.....	38
Religious Activities.....	38
Saturday Night Programs	38
Security Cameras	38
Social Media on Campus.....	39
Special Study Hall	39
Student Health Services	39
Student Offices & Qualifications	39
Suicide Attempts.....	39
Telephones/Students or Staff	39
Tithing	39
Tutors	39

DORMITORY HANDBOOK

Your Room	40
Appliances	40
Food in Rooms.....	40
Lights	40
Room Changes.....	40
Room Care.....	40
Room Decorations	40
Room Furniture	40
Room Locks.....	40
Room Reservations	40
Room Size/Window Size.....	40
Your Dormitory	41
Computers (<i>Skype & Wi-Fi</i>)	41
Dean's List	41
Dorm Student Staff	41
Emergency Drills	41
Janitorial Supplies.....	41
Laundry Rooms.....	41
Mail	41
Pets.....	41
Recreation and Weight Room.....	41
Sleeping In A Friend's Room.....	41
Student Bank	41
Telephones/Faxes	42
Visitors	42
What To Bring	42
Your Dormitory Appointments.....	42
Dormitory Clubs	42
Medications (<i>prescription & non-prescription</i>), Supplements, and Vitamins	42
Sabbath Preparation	42
Sickness.....	42
Sign-Out Sheet	43
Your Campus.....	43
Graduation Weekend Policy	43
Leaving Campus	43
Walk Area.....	43
Weekend Appointments	43

GENERAL INFORMATION

On November 2, 1886, 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, it is also the oldest. Our school is dedicated to carrying 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'x30' 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 interruption to 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, the doors to our new Physical Education Fitness Center complex were opened. 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. The school 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 boys' dorm 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 Pledged 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 Adelphian Academy and Cedar Lake Academy merged to form Great Lakes Adventist Academy in 1987, 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 into the 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 loyalty to and vigor for the mission of Christ to carry the gospel to 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 including faithfulness to all responsibilities.

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 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

GLAA's goal is to graduate "thinking and practicing Christians". Therefore, we believe Christian service is an essential part of the total academic program. GLAA provides opportunities for service and has built these various opportunities into its program through community projects, 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 emotionally, intellectually, morally, physically, and socially. Membership in the Seventh-day Adventist Church is not required, but it is understood that everyone who seeks admission pledges to conduct themselves in harmony with the principles of the school. Prospective students must either submit evidence of successful completion of previous grades or their equivalent. All financial accounts with the former school must be settled.

Non-Discrimination Statement

The Seventh-day Adventist Church, in all of its church schools, admits 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 gender in the administration of education policies, applications for admission, scholarship 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 Scripture.
- 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 emailing the Director of Admissions at glaa@glaa.net. Following the committee's decision, the student will be notified by letter, email, or phone call.

• SCHOOL RIGHTS

Attendance: Attendance at GLAA is a privilege and 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 or may not accompany the request for such withdrawal.

Regulations: By signing the application, 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 or may not be printed in this student handbook.

Searches: Administration reserves the right to search a student's room and/or locker with or 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 staff. Administrative policies are generated through the Administrative Committee and approved by staff. Dormitory policies/procedures are generated by deans and approved by the Administrative Committee.

Disciplinary problems are resolved according to procedures outlined in this 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/judgments rendered by committees may be appealed in writing to the chair 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 and to consider individual needs of current students and of those transferring in from other schools. Students may choose from a variety of courses of study and may work toward one of two diplomas offered to graduates. The goal of the committee is excellence in education and in life, and it is our goal that GLAA graduates will have an excellent basis on which to live their adult lives.

● ACADEMIC CREDIT

GLAA grants academic credit on the 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, 75-minute class schedule.

● ACADEMIC REPORT CARDS

The school year is divided into two semesters. A report card is sent to students and parents/guardians at the end of each semester.

● ADDING/DROPPING CLASSES

Students have 10 school days at the beginning of each new semester to add or drop classes. If a class is dropped after the drop/add period (10 school days) and before the semester midterm, a WP (Withdraw Passing) or WF (Withdraw Failing) will be posted to the student's permanent transcript. A student may not drop a class after the first eight weeks of each semester. Students dropping a touring group class after four 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. Unnecessary drops and adds, such as changing sections of the same classes to be with friends and adding or dropping classes several times that were just added or dropped, will incur a \$5 fee per visit to the registrar. Any changes made due to a new job, requests by teachers, or for academic necessity will not be subject to the fee. Students are not officially added or dropped until the signed add/drop form has been returned to the registrar.

● ALTERNATE LEARNING PROGRAM (ALP)

The Alternate Learning Program (ALP) is offered for those who have diagnosed learning challenges and who have provided documentation to the academy of these diagnosed challenges. The ALP student will be required to meet graduation requirements for the 'General Diploma' (See *Diploma Requirements*) taking modified courses while enrolled at GLAA. At graduation, the ALP student will march with their class earning a 'Basic Certificate' verifying completion of a four-year 'modified and individualized' educational program. Following graduation, a report (not a transcript) can be requested that shows a list of the subjects taken and the date the program was completed.

● AUDITING CLASSES

There is no auditing of classes on campus.

● 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 units for touring group members.) The maximum class load is seven units. (Physical Education classes are not factored into the maximum class load.) Students desiring more than seven units may make a request 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:

Senior Class:

- Passing grades with a minimum of **15 credits** and currently enrolled in at least 7 additional credits 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 at the registrar's office.

Junior Class:

- Passing grades with a minimum of **10 credits** and currently enrolled in at least five additional credits 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 at the registrar's office.

Sophomore Class:

- Passing grades with a minimum of **five credits** and currently enrolled in at least five credits 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 at the registrar's office.

Freshman Class:

- Must be currently **taking at least five credits** toward graduation.
- An 8th grade report, any possible high school credit, and all previous work must be in the registrar's office.
- All correspondence course work must be completed and the transcript 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 semester as follows: A - The very best behavior and attitude; B - Good behavior and attitude; C - Average behavior and attitude; D - Undesirable behavior and attitude; F - Major discipline has occurred.

● CORRESPONDENCE WORK

Students may not be involved in correspondence work off campus during the school year but must receive prior permission from the registrar and the Academic Standards Committee before sending for or applying for correspondence work. The academy will accept only six 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 *Home School Transfers*).

● FOREIGN LANGUAGE CREDIT BY EXAMINATION

Students may fulfill the foreign language Academic Diploma graduation requirement by passing the Spanish 1 final exam given by the teacher. For all other languages, GLAA uses ALTA Language Services. A Pass/Fail (P/F) grade will be posted to the transcript, which will not affect the GPA. A fee of \$25 plus any additional expenses, such as transportation and cost of examination, will be the responsibility of the student/parent. For more information about testing through ALTA Language Services, go to altalang.com and/or contact the GLAA registrar.

● DUAL ENROLLMENT CREDIT CLASSES

Great Lakes Adventist Academy currently offers the following courses for dual college enrollment credit from Andrews University:

Anatomy & Physiology: Human Anatomy & Physiology I and II (BIOL221 and BIOL222) and accompanying labs - 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) and accompanying lab - 4 college semester credits. (This class is taken at GLAA during the second semester.)

GLAA also offers English 4 for dual credit through Montcalm Community College. Successful completion of this two-semester sequence results in six college credits, transcribed by MCC as Freshman Composition I and Freshman Composition II.

NOTE: There is an extra charge for dual enrollment courses (*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 exam week, 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 of exam week.

● FOUR-YEAR SENIOR

A four-year senior is defined as a student who has attended GLAA for a minimum of 8 completed semesters and who does not have mid-term transfer grades from another school.

● GRADUATION ACCELERATION

GLAA requires four full years of secondary education for graduation. Therefore, placement of academically gifted students who want to graduate in three years will be carefully reviewed by the Academic Standards Committee and 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 3.7500 GPA average at each semester. Should the cumulative GPA fall below the 3.7500 average, the student will be dismissed from the program.
- c. A clearly documented letter, written and signed by the applicant's parents, must be submitted to the chairperson of the Academic Standards Committee during the second semester of the freshmen year stating reasons for wanting their student to accelerate.
- d. An applicant must be in residence at GLAA for at least one semester during the regular school year term prior to evaluation for admission to an accelerated program.
- e. The applicant must meet all Academic Diploma graduation requirements.
- f. 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.
- g. The applicant forfeits graduating with four-year senior status.
- h. A student may be dismissed from the program if they receive major discipline.
- i. Final acceptance into the accelerated program will be made by end of the first semester of the Sophomore year, which will allow for review of grades earned during the freshman year, including grades earned at the end of the first semester of the sophomore year, and the applicant's maturation. If approved, the student will accelerate to their senior year at the next full school year.
- j. A transfer-in student who has already been approved for an accelerated program at their last school will be re-evaluated using GLAA's policies for acceleration before they may continue their accelerated status at GLAA.
- k. The transition for acceleration is from sophomore status to senior status.

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

● GRADUATION HONORS & AWARDS

Students with a cumulative GPA for the first seven semesters of 3.2500 - 3.7499 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 scholastic high honors. Students that demonstrated good attendance practices may be awarded an *Exceptional Attendance* honor, which is determined by an evaluation committee.

Senior students transferring in from home school programs who wish to receive honors and/or awards at graduation must be in attendance at GLAA for a minimum of two years prior to their graduation.

● GRADUATION DIPLOMA CANDIDACY REQUIREMENT

Four full years (8 semesters) of secondary education are required for graduation. To receive a diploma from GLAA, attendance for the entire last semester of the final year is required, 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. Seniors that have not passed all their course requirements for graduation will not be permitted to march for Sunday's commencement.

● GUIDANCE TESTING

Comprehensive testing is given to all students to assist their program and in planning their future careers. Students are expected to take tests listed under their respective class and are strongly encouraged to take at least the ACT or SAT test, as many colleges/universities require one or the other.

- Freshman:
 - MAP (*Measure of Academic Progress*) Testing
- Juniors:
 - ACT
 - SAT
 - PSAT/NMSQT (required)
- Seniors:
 - Re-Testing As Needed

● HOME SCHOOL TRANSFERS

Students transferring from home schools will receive individual academic evaluation. Documentation of completed home school work must be sent to the registrar, which must include the following: name of courses, course descriptions, course outline of topics covered, textbooks used, time spent (in hours) in class instruction, credits earned, and grades earned. Academic credit may be granted by the Academic Standards Committee for work which is comparable to that offered by GLAA. Only seven home school transfer credits will be accepted per academic school year. Home school credits are not figured into the cumulative grade point average (GPA) but are posted to the 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 and receive academic credit on their GLAA transcript must have prior permission from the school registrar and/or the Academic Standards Committee. The committee only approves accredited programs and courses not taught on campus, and all summer school course assignments and the final exams must be completed by the time school begins in the fall, including receipt of the transcript to GLAA's Registrar's Office. Provision for credit recovery during the summer may be provided by the Academic Standards Committee.

● TRANSFER-IN CREDITS AND NEW STUDENT SCHEDULES

Great Lakes Adventist Academy accepts seven incoming transfer credits from home school programs and international schools per academic school year. When a student transfers in at the first or second semester midterm, the registrar may have to enroll the student into classes they were not enrolled in at the beginning of that school year. In these cases, the student will be put into classes they are eligible to join mid-semester, and they may be eligible to earn credit for that semester's classes.

● 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 teach students the dignity of 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 toward 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
- 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 semester. 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, a C average minimum 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

DIPLOMA REQUIREMENTS

Academic Diploma

(2.0000 cumulative GPA or higher required)

Religion (1 credit for each year in attendance at an SDA School)	4
Core Content	
English (English 1 & 2 are required)	4
Math (must include Algebra 1, Geometry, Algebra 2 in order; not Pre-Algebra)	3
Science (Biology 1 required, 1 credit may be a general science)	3
Foreign Language	1
Computer Science (Computer Applications required; not to include Keyboarding)	1
Social Studies (US History, US Government, and one other Soc. Std. elective)	2.5
General Content	
Applied Arts (0.5 credit Personal Finance required)	1
Health	0.5
Fine Arts	0.5
Physical Education (4 sem. required regardless of credit earned; only 1 yr. Aeros)	2
Electives (a minimum of 1 additional credit from Core Content area above)	2
Work Experience (required for each year in attendance at GLAA)	
TOTAL	<u>24.5</u>

General Diploma

(1.0000 cumulative GPA or higher required)

Religion (1 credit for each year in attendance at an SDA School)	4
English (English 1 & 2 are required)	3
Math (can also include Math Essentials and Welding 1)	3
Science (Biology 1 required)	2
Applied Arts (0.5 credit Personal Finance required)	1
Computer Science (Computer Applications required; not to include Keyboarding)	1
Health	0.5
Social Studies (US History, US Government, and one other Soc. Std. elective)	2.5
Fine Arts	0.5
Physical Education (4 sem. required regardless of credit earned; only 1 year Aeros)	2
Electives	2.5
Work Experience (required for each year in attendance at GLAA)	
TOTAL	<u>22.0</u>

In order to receive a diploma from Great Lakes Adventist Academy, a student must earn 24.5 credits for the Academic Diploma or 22 credits for the General Diploma during a full four years of secondary education. Additionally, all legally eligible students are required to work a minimum of 200 clock-hours for each year in attendance at GLAA. (See *Work Study Program*). No more than two credits of music, Aerokhanas (Gymnastics), or Physical Education credit may be applied toward diploma requirement totals.

Basic Certificate

A Basic Certificate is granted to students who have completed a secondary course of studies based on the 22-credit requirements listed for the General Diploma. It is awarded to students who have successfully completed some or all course work through adjusted objectives, including the ALP Program, to facilitate their unique learning styles. A Basic Certificate is not a diploma and may not be accepted by your college of choice. 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 - Algebra 1, Computer Applications 1, English 1, **Physical Ed., Physical Science, Religion 1

Electives - Computer Applications 2, Auto Mech 1, *Music, Math Essentials, Life Skills, English Essentials

• SOPHOMORES

Basic - Biology 1, English 2, Geometry, **Physical Education, Religion 2, World History

Electives - Auto Mechanics 1, Auto Mechanics 2, Chemistry, Computer Applications 1, Computer Applications 2, English Essentials, Life Skills, *Music, Physical Science, Math Essentials, Publications (*by invitation only*), Spanish 1

• JUNIORS

Basic - Algebra 2, English 3, Religion 3, US History

Electives - Algebra 1, ***Anatomy & Physiology, Auto Mechanics 1, Auto Mechanics 2, Calculus (*pending instructor availability*), Chemistry, Computer Applications 1, Computer Applications 2, English Essentials, Environmental Science, Geometry, Life Skills, *Music, Personal Finance, **Physical Education, Physical Science, ***Physics, Math Essentials, Pre-Calculus, Publications (*by invitation only*), Radio Technology, Spanish 1, Web Design, Welding 1, World History

• SENIORS

Basic - English 4, Health, Personal Finance, Religion 4, US Government

Electives - Algebra 1, Algebra 2, ***Anatomy & Physiology, Auto Mechanics 1, Auto Mechanics 2, Calculus (*pending instructor availability*), Chemistry, Computer Applications 1, Computer Applications 2, Contemporary Issues, English Essentials, Environmental Science, Geometry, Life Skills, *Music, **Physical Education, Physical Science, Math Essentials, Photography, Pre-Calculus, Publications (*by invitation only*), Radio Technology, Spanish 1, ***Physics, Web Design, Welding 1, Welding 2, World History

*Music - Bell Choir, Chamber Singers, Concert Choir, Instrument Lessons, String Ensemble, and Wind Symphony

**Physical Education - Aerokhanas Gymnastics (*1st year only*), Beginning Gymnastics, and PE

***Anatomy & Physiology and Physics are taught on alternate years or as needed.

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 Unit and is used throughout the academic section. **Courses marked with an asterisk (*) are designated as dual college credit courses granted through Andrews University or Montcalm Community College.**

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.

Auto Mechanics 2

1 C.U.

This course is designed to allow the student to develop general operations and service procedures of automotive mechanics in lab experience. It is a course in automotive mechanics for the student with experience equivalent to Auto Mechanics 1. Projects will consist of student-chosen topics as well as advanced repairs coming into the auto shop. *Prerequisite: Auto Mechanics 1 or permission of instructor.*

Life Skills A & Life Skills B

(Semester Classes) 0.5 C.U. for each

Life Skills A is a course designed to give information and experience in many areas of today's lifestyle. The semester includes resource management, food safety and preparation, clothing care, and basic sewing skills. 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.

Personal Finance

(Semester Class) 0.5 C.U.

This course is designed to provide knowledge and understanding of personal financial skills. Topics included are budgeting, savings, debt, investing, insurance, consumer rights and responsibilities, and giving. **This course is designed for juniors and seniors only.**

Welding 1

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. (This course is also offered as a Math option for the General Diploma, however, students may only count this course once.)*

Welding 2

1 C.U.

This course continues from the basic welding, cutting, and fabrication skills learned in Welding 1. Emphasis is placed on fabrication and technical layout. Techniques may include brazing, soldering, oxyacetylene gas, stick, MIG and TIG welding, as appropriate for the project. Proper safety procedures will be followed at all times. *Prerequisite: Welding 1 or permission of instructor.*

COMPUTER SCIENCE

Computer-Aided Design

1 C.U.

This self-paced online course through SOLIDWORKS helps students develop the design and engineering skills needed to be successful in their future careers.

Computer Applications 1

(Semester Class) 0.5 C.U.

This course helps students develop basic computer skills using various applications that will help them be successful in academic and business settings. General computer usage and terminology are also included.

Computer Applications 2

(Semester Class) 0.5 C.U.

This course provides students the opportunity to build on the skills used in Computer Applications 1 by exploring a variety of applications used in the academic and business worlds. *Prerequisite: Computer Applications 1.*

Radio Technology

(Semester Class) 0.5 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. **This course is not for freshmen.** *Prerequisite: Computer Applications 1.*

Web Design

(Semester Class) 0.5 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. **This course is not for freshmen.** *Prerequisite: Computer Applications 1.*

ENGLISH

English Essentials

1 C.U.

This course is designed to prepare students for success in English 1 or to allow students pursuing trade vocations to develop skills relevant to their chosen fields. This course is individualized to meet each student's needs but will generally include instruction in organizational skills, time management, reading and reading comprehension, writing, spelling, grammar, and interpersonal communication skills. *This course counts as an English credit for the general diploma only.*

English 1

1 C.U.

A course introducing students to the study of grammar, mechanics, composition, vocabulary, and literature as well as listening and oral communication skills. *This course is required for graduation.*

English 2

1 C.U.

This course continues to build on reading, writing, and verbal communication skills. Study of grammar, mechanics, composition, vocabulary, and listening is included. *Prerequisite: English 1. This course is required for graduation.*

English 3

1 C.U.

This course will continue to build on reading and writing skills. More complex literature will be read and analyzed. Students will learn to construct research papers and use different types of writing for different purposes. The study of grammar, the mechanics of writing, advanced vocabulary, and reading fluency will be included. An emphasis will be placed on equipping students with the skills to evaluate and select quality literature that upholds Christian standards, both for pleasure and informational purposes. *Prerequisites: English 1 and English 2.*

English 4

1 C.U. & Option of 6 College Credits

This course is designed for college-bound students and focuses on academic writing skills. Topics covered will include essays, research papers, annotated bibliographies, source selection including academic journals, literary analysis, rhetorical analysis, peer editing, and personal reflection on writing skills. This course is offered for high school credit only or for dual credit. The required coursework is identical for both options. *Prerequisites: English 1, English 2, and English 3. (There is an additional charge for dual credit enrollment.)*

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 four weeks into either semester, the student will receive a 'WF' (Withdraw Fail) on their permanent record. Only two credits of music credit may apply toward diploma credit requirements.

Students invited to be a member of a touring organization to run a PA system will earn similar credit for "PA Tech Experience".

Bell Choir

1 C.U.

This course is designed to develop fundamental and advanced techniques of handbell ringing, with special emphasis on teamwork. Numerous tours and local performances are scheduled throughout the school year to strengthen relationships between performers and the community as they share the love of God using their special talents. **Admission is by audition only.**

Digital Photography

(Semester Class) 0.5 C.U.

This course will introduce students to image-making through digital photography. The basic anatomy of the DSLR camera and how to shoot in manual mode is covered, along with a brief history of photography. The student will use photo-editing software to process and organize their images as they learn the role of storytelling and capturing emotions through images.

Publications (Yearbook)

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.**

Concert Choir

0.5 C.U.

This course is designed for vocal musicians who desire to develop singing and musical abilities through a diverse repertoire that emphasizes the love of God, His work for the redemption of man, and the soon return of Jesus. Students participate in local performances throughout the school year which provide opportunities for growth, unity, and blessing others. Students are invited to be part of the Concert Choir. A voice placement audition is required, but all will be accepted into the choir.

Chamber Singers

0.5 C.U.

Like Concert Choir, this course is designed for vocal musicians who desire to develop singing and musical abilities through a diverse repertoire that emphasizes the love of God, His work for the redemption of man, and the soon return of Jesus. Numerous tours and local performances are scheduled throughout the school year which provide opportunities for growth, unity, and blessing others. To be a member, students must also be members of the Concert Choir and be selected through an audition process. **Admission is by audition only.**

String Ensemble

1 C.U.

GLAA's String Ensemble is intended to build on students' existing foundations and increase their skill level and musicianship. The mission of this group is to praise God with excellence while reaching the hearts of the listeners for His glory. As this is a touring group, a full year commitment is expected. Students who withdraw during the school year may not be eligible to rejoin the ensemble in subsequent years. **Admission is by audition only.**

Wind Symphony

1 C.U.

This course is intended to strengthen students' instrumental abilities and enrich the musical education of its members. Through diverse styles of instrumental music for local performances and numerous

off-campus tours, this group seeks to utilize music as a powerful tool to awaken in listeners' minds a new appreciation of the love of God for mankind. As this is a touring group, a full year commitment is expected. Students who withdraw during the school year may not be eligible to rejoin the ensemble in subsequent years. **Admission is by audition only.**

Music Lessons: Instrument, Piano, and Voice lessons are based upon staffing availability. *There is a separate charge for each 40-minute lesson. (see Financial Information)*

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. Students will also acquire an understanding of Hispanic culture.

MATHEMATICS

The math sequence for the Academic Diploma is Algebra 1, Geometry, and Algebra 2.

Math Essentials

1 C.U.

This course is designed to prepare students for success in Algebra 1. Topics covered include but are not limited to prerequisite concepts, the language of algebra, integers, addition and subtraction equations, multiplication and division equations, proportional reasoning and probability, functions and graphs, linear equations, powers and roots, and polynomials.

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. **No calculators allowed.** *Prerequisite: A satisfactory score on the Algebra Placement Test.*

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. *Prerequisite: Algebra 1.*

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 scientific calculator is required.** *Prerequisite: Algebra 1 and Geometry.*

Pre-Calculus

1 C.U.

Pre-Calculus is a course that combines reviews of algebra, geometry, and functions into a preparatory course for calculus. The course focuses on the mastery of critical skills and exposure to new skills necessary for success in subsequent math courses. The first semester includes linear, quadratic, logarithmic, radical, polynomial, and rational functions. The second semester covers trigonometric ratios and functions, inverse trigonometric functions, and applications of trigonometry, including vectors and laws of cosine and sine. *Prerequisite: Algebra 1, Geometry, Algebra 2.*

Calculus

1 C.U.

This course includes a thorough study of differentiation and integration with many applications. Limits and continuity are investigated in depth. The course will emphasize the importance of mathematics studied to date. After completion of this course, the student may wish to take the *Advanced Placement Test*. *Prerequisite: Pre-Calculus or permission of instructor. (This class is taught pending instructor*

availability.)

Physics

1 C.U.

A study of fundamental laws of mechanics, heat, wave motion, sound, light, magnetism, and electricity. This course will be taught alternate years. *Prerequisite: Algebra 2. (This course is also offered as a science option, however, students may only count this course once.)*

Welding 1

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. (This course is offered here as a Math option for the General Diploma and also as an Applied Arts option, however, students may only count this course once.)*

PHYSICAL EDUCATION & HEALTH

Only two PE credits count towards graduation diploma requirements. (PE courses can be repeated from year to year. Only one year of Aerokhanas will count for one year of PE credit.)

Physical Education (PE)

1 C.U.

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

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 co-educational. 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 credits of Aerokhanas may apply toward graduation credit requirements. If a student drops this course after the first four weeks into either semester, the student will receive a 'WF' (Withdraw Fail) on their permanent record. Students invited to be a member of the team to run a PA system will earn similar credit for "PA Tech Experience".*

Health

(Semester Class) 0.5 C.U.

The objective of this course is for students 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: wellness, disease, mental health, the human life cycle, human sexuality, and substance abuse. **This course is designed for seniors only.**

RELIGION

Religion 1

1 C.U.

A course designed to help students understand God's dealings with the human family. Through an intensive study of the books of Genesis and Matthew, the 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 Old Testament, an in-depth study of Jesus' sermon

on the mount, the experience of the early church found in the book of Acts, and how we are called to live as God's people while we await Jesus' soon return.

Religion 3

1 C.U.

A course designed to show the incredible reliability and the trustworthiness of the Bible. Areas of study include the books of Daniel and Revelation and how they led to the growth and development of the Seventh-day Adventist Church.

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.

SCIENCE

Physical Science

1 C.U.

This course equips students with Christian perspectives on scientific issues. Students will also develop critical thinking skills while exploring scientific principles through the study of the structure and properties of matter.

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 upperclassmen or by permission of the instructor.**

Environmental Science*

1 C.U. & Option of 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 apply for four semester credits through Andrews University during the second semester, for which a fee is charged. (see *Financial Information*) **This class is designed for juniors and seniors only.** *Prerequisite: Biology 1, and a 3.0000 cumulative grade point average, which is set by Andrews University. (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: Algebra 1.*

Anatomy & Physiology*

1 C.U. & 8 College Credits

This college class, using a college-level textbook, is designed to provide students 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. (see *Financial Information*) **This class is designed for seniors, although some juniors may be admitted with permission from the instructor.** This course will be taught alternate years. *Prerequisite: A grade of B or higher in Biology 1, and a 3.0000 cumulative grade point average, which is set by Andrews University.*

Physics

1 C.U.

A study of the fundamental laws of mechanics, heat, wave motion, sound, light, magnetism, and electricity. This course will be taught alternate years. *Prerequisite: Algebra 2. (This course is also offered as a math option, however, students may only count this course once.)*

SOCIAL STUDIES

World History

1 C.U.

A study of the historical development of the world and its cultures from creation to present history. Whenever possible, this course is studied in light of God's providence. **Not for freshmen.**

US History

1 C.U.

A study of the development of the United States from pre-colonial times to the 1950s. 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 they take Contemporary Issues the following year.)

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) 0.5 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 are choosing to purchase an educational service that is based on the yearly cost to provide that service. For a complete list of fees, please visit www.glaa.net.

● MISSED SCHOOL DAYS

Students entering/withdrawing at irregular times are charged on a prorated basis for days attended. Students will not receive a credit for days missed due to suspension, school breaks, or days missed by school closures.

● OTHER CHARGES

Dual Credit: Andrews University and Montcalm Community College charge a guest fee and tuition per credit hour each semester for dual credit courses. Students in dual credit courses will be charged at the start of each semester.

Miscellaneous: The following activities require advance payments. Parents will be notified of due dates when they are available:

September - School Pictures & Class and/or Organization Clothing
October - Junior Class Trip
January - SA Ski Trip
March - Lake Union Music Festival
April - Senior Class Trip & Long Tours/Mission Trips

Transcripts: Student accounts must be paid in full before transcripts/diplomas are sent/issued. The first two transcripts after graduation are free, and thereafter, a \$5 fee will be charged.

● PAYMENTS

A personalized financial plan is a required part of the admissions process. Financial plans need to be made with the business manager before registering for classes.

Remittance: Make checks payable to "Great Lakes Adventist Academy" or "GLAA." Make online payments at glaa.net. Click on 'Students and Parents', 'Make a Payment', and then follow the prompts. Payments may also be made through the MySchoolWallet app. *(By using your bank account and routing number, you help us save significant credit card fees. Thank you!)*

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 the yearly tuition charge (which can be found at www.glaa.net) to be paid in 'US Funds.' This amount will be due the day the student enters school.

● PAYMENT DISCOUNTS

Early Total Year Payment: Parents desiring to pay the total year in advance will be given a 5% discount if paid with cash, check, or e-check. 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 factored when calculating this discount. Discounts will not be given for credit card payments.

Family Discount: A 5% discount on tuition and book rentals will be given for each student when two from one family attend GLAA and a 10% discount for each student when 3 or more from one family attend GLAA.

● DELINQUENT ACCOUNTS

Accounts are 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.

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

- A Sept statement balance may result in not allowing a student to enroll for Quarter 2.
- 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 Quarter 4.
- An Apr statement balance may result in not allowing a student to take second semester exams.
- A student whose account is two months overdue may be asked to work on Sundays and/or home leaves to help bring the 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 \$1,750 *(for dormitory students)* and \$875 *(for village students)*. To apply:

1. Request a Project Assist application from the academy business office or download it at GLAA's website. (Choose "Admissions" and "Forms" to access the application.)
2. Fully complete the application.
3. Submit the application to your pastor or church treasurer.

4. After local church approval, submit the application to GLAA for approval.
5. The amount credited is based on 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 a committee. Requests must be made through the academy's 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 student will be expected to willingly work as assigned.

Factors Affecting Work:

- **Paperwork:** Each student must present their original birth certificate and Social Security card for filling the I-9 Form. These documents will be copied for business office files before the student starts working.
- **Age:** A student must be at least 14 years of age to work.
- **Work Assignments:** Work assigned is determined by age, skill, and job availability.

● **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 of Seventh-day Adventists.

● **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 exam weeks, graduations, and at other times of the year. To see the charges to common destinations, visit www.glaa.net.

● **CASH WITHDRAWAL**

Parents/students may deposit cash at the business office for withdrawal to care for incidental needs.

● **INSURANCE**

Student Accident Insurance: A student accident insurance with secondary coverage is furnished only after family insurance coverage is expended or if there is no other primary insurance. Coverage is only 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. **In order to receive benefits, a student accident report must be filed when the accident occurs.**

Workers' Compensation Insurance: For accidents that occur while the student is employed, the academy is covered under the *Michigan Workers' Disability Compensation 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 to 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 Learning Center and Conference Room. If parents have questions regarding the management plan, they may contact administration. Parents can be assured we continue to do everything possible to protect students from harmful and hazardous substances.

● ATTENDANCE

Regular attendance is expected to all classes, chapel, work, weekend religious services, and weekend 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. School trips, emergencies, suspensions, and "sick list" do not require a written excuse. A student with an excused absence is permitted to make up assignments and tests according to teachers' course syllabi. Absences are considered on an 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 Prayer: All students within five miles of the academy must 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 when they miss instructional time. Unusual requests to miss school should be submitted to the Administrative Committee at least one week in advance.

Semester Exams: All GLAA students are expected to be present and on time for both semester one and semester two final exams. In the event that alternate arrangements must be made with teachers, a \$50 charge will be assigned per exam.

● 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 discipline must be completed.** Parents are notified at each level.

1. **First Level:** When 10 points have accumulated, the student is put on *No-Rec List*, which requires the student complete ten days of perfect attendance to return to recreation. (These ten 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. (*No-Rec List* does not reset at the end of the quarter until ten days of perfect attendance are complete.)

2. **Second Level:** When 15 points have accumulated during the same quarter, the student will meet for a parent conference. Recreation will be suspended at this level until the ten days of perfect attendance have been completed.

3. **Third Level:** When 20 points have accumulated in the same quarter, following *Second Level*, the dorm/village student is 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 (seven days in a nine-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 during a second nine weeks will receive an *FA* in the class and will be dropped from the course. The Academic Standards Committee will handle special cases, such as student illnesses or entering school late, to determine whether the 15% rule will apply.

● BANQUET PRIVILEGES

A senior student may invite a GLAA alumni guest to a banquet. The senior must submit a request to the Administrative Committee for approval, and the student is responsible for meal and activity costs.

The senior student and guest must sign an agreement to adhere to the school policies.

● BICYCLES & LONGBOARDS

Bicycles and longboards are not permitted in dormitories, but are allowed to be used at school pending the following stipulations:

1. Parents must submit a waiver stating their student can ride their bike or longboard at school.
2. Students must wear an appropriate helmet when riding.
3. Students must have staff supervision when riding off GLAA property.
4. Students can ride on Faculty Drive, but not on roads surrounding Center Campus.
5. Bicycles and longboards must be stored off campus, preferably at a staff member's home.

● 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: 7:20am-5:30pm 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 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 every student with a delicious, healthy, vegetarian diet that includes a vegan option at every meal. For students that require a special diet, parents are asked to notify the food service director regarding their specific needs. A written recommendation signed by a medical doctor/licensed dietician may be required and will be honored at the discretion of Great Lakes Adventist Academy.

● CAFFEINE

Caffeinated drinks, pills, powders, or any other caffeine supplements are not permitted. Similar stimulants (i.e. guarana, theophylline, methylxanthine, yerba mate, etc) are also not permitted.

● 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

Dorm students may not use cell phones on campus or take them to staff members' homes. Exceptions may be made by staff in conjunction with deans. When on campus, dorm students must immediately check phones in with deans. At home leave time or on an overnight trip, students are permitted to use personal cell phones, headphones, and earbuds, unless directed otherwise by the trip organizer. Village students may have cell phones on campus, provided they are stored and silenced and only used by permission of a staff member. Per dorm handbook, village students must turn in their phones to the dean when visiting the dorms. When on school-sponsored trips, village students are subject to the same cell phone policy as dormitory students.

● CHEATING/HONESTY POLICY

GLAA is committed to integrity; therefore, students are asked to pursue their everyday lives and studies with integrity and honesty. Incidents of dishonesty are taken seriously. When students are caught lying, 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 dishonesty and academic dishonesty.

Plagiarism is presenting someone else's thoughts 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, artificial intelligence (AI), encyclopedias, textbooks, magazines, and other students' papers.

Cheating includes copying homework, looking at another student's test or quiz, letting another student look at 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, or 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:

- Student receives a zero grade for that assignment.

Second Offense:

- Student receives a zero grade for that assignment.
- The incident will be submitted to the Academic Standards Committee for review with the student present.
- Student may not be eligible for NHS nomination or may forfeit membership if already inducted.

Third Offense:

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

• CLOSED WEEKENDS

Several weekends throughout the school year are closed, and 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 *Student Handbook Calendar*)

• COLLEGE VISITS (by seniors)

GLAA encourages students to attend Adventist colleges and universities, yet supports students in selecting any college or university of their own choosing. Seniors are encouraged to plan college visits over home leaves. If this is not possible, the senior must submit a request to the Administrative Committee to miss school. Students are encouraged to miss as little school as possible and to avoid closed weeks such as weeks of prayer and closed weekends (i.e. touring group performances, class weekends, etc.).

• DAILY SCHEDULE (regular day)

TIME	SCHEDULE
6:45 - 7:15 am	Breakfast served
7:20 - 11:15 am	Morning classes & work
11:10 - 11:40 am	Lunch served
11:55 am - 12:15 pm	Recess (staff & students involved in required physical exercise of choice)
12:25 - 12:40 pm	Chapel
12:45 - 4:40 pm	Afternoon classes & work
4:45 - 6:00 pm	Aerokhanas gymnastics team meets
4:45 - 5:25 pm & 5:30 - 6:10 pm	Music groups meet
5:50 - 6:20 pm	Supper served
6:25 - 7:25 pm	Recreation & intramurals
7:35 - 7:55 pm	Dorm worship
8:00 - 10:00 pm	Study hall
10:00 pm	Lights out (10:30 pm for seniors)

● DISCIPLINE POLICY

All policies and rules apply to village students and dormitory students (even if signed out) while on school premises, in 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 and 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*)

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

Dishonesty: Lying, purposely presenting false accounts, and making untrue statements with the intent to deceive will not be tolerated as these violate biblical principles.

Disrespect Toward a Staff Member or the School: Expressions of disrespect towards staff members or the school 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 the student will be required 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 when a student fails/refuses to follow requests/direct orders of staff. 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. 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 *Discipline Pertaining to Conduct* chart deals with areas considered major discipline and includes probable consequences. These infractions will be taken to the Administrative Committee. **If eight or more hours of supervised activity are assigned, the incident will be considered "major discipline."** No list of fines/infractions can or should be considered all-inclusive. When public law has been violated, law enforcement may be contacted.

Occult: Any books or games 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.

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 *Sexual Conduct Statement*).

Social Indiscretion: When a staff member observes students in a compromising situation, which includes everything from holding hands to a passionate embrace to being in the wrong place/wrong time, the students will immediately be informed they are on *Social Holiday* and must not communicate in any way nor have any interaction for 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 student is disciplined three times in a school year, it will become major discipline. *Social Holiday* impacts students' citizenship grades.

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 misuse of non-prescription or prescription drugs.
2. possession of prescription drugs not belonging to student found with the drugs.
3. possession of drug paraphernalia.
4. the inhalation of glue fumes, tire patching compound, chemicals, etc.
5. possession of all illegal drugs, including marijuana.
6. the use or possession of e-cigarettes/JUULs/vapes and/or vaping paraphernalia.
7. the use or possession of alcoholic beverages or tobacco.
8. imitating or giving the impression of using any of the above items.

If reasonable suspicion of use exists, the administration may ask students to submit to drug testing. 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 asked to withdraw from school or be assigned 20 hours of supervised activity and be assigned to a one-on-one *Mentorship Program*. The student will meet with the school-appointed mentor a minimum of 10 times, one hour each time. Submission to urinalysis, blood alcohol, or other appropriate tests may be required during the mentoring program and for the remainder of the academic year at the student's expense. Failure to complete the 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 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.

● DORM CLUBS

Dorm and village students are automatically members of the dormitory clubs.

● 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 (no holes), and should fit modestly. 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 also required to meet the following dress code when on campus.**)

School Dress:

The school uniform must be worn when in the Administration Building during the school day (Periods A-F). Chapel attire will be flexible to accommodate each student's next appointment.

1. Khaki school uniform pants (girls & guys); Khaki uniform-style shorts and no rolling shorts up (guys); *Lands End* school uniform skirts with leggings/shorts (girls)
2. GLAA *Lands End* uniform polo shirts (girls & guys)
3. GLAA uniform shirt must be worn under GLAA jackets, fleeces, cardigans, and hoodies.
4. GLAA navy sweatshirt/hoodie
5. Tights/leggings (girls): unpatterned, solid colors (black, white, gray, navy, or skin tone)
6. Shoes that are closed-toed, closed-heeled, or have heel straps are acceptable. (no slippers or flip-flops)
7. Scarves are permitted with uniform dress. (girls)
8. Blankets to wrap up in are not permitted in the Administration Building and/or to classes.
9. All visible attire must be approved uniform attire.

Recreation Dress:

1. 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).
4. Appropriate T-shirts
5. Closed-toed, athletic shoes must be worn by persons participating at recreation (boots and slippers are not considered athletic shoes).
6. Guys are allowed to wear uncut/unmodified, sleeveless shirts or jerseys only when playing basketball intramurals or Warriors basketball games.
7. Appropriate hats and headbands (no hats are allowed when involved in games).

Friday Vespers Dress:

Girls: Sweater, blouse/top, or jacket with sleeves and modestly buttoned (no see-through fabric); loose-fitting, modest dress slacks; dress or skirt (to knee or longer); casual dress shoes. No hoodies/sweatshirts.

Guys: Dress slacks/khakis; collared shirts; casual dress shoes (Exceptions can be made for culturally-appropriate dress attire). No hoodies/sweatshirts.

Sabbath School & Church Dress:

Girls: Dress or skirt (to knee or longer); blouse/top with sleeves and modestly buttoned (no see-through fabric); dress shoes

Guys: Suit, sport jacket, sweater, or vest with dress slacks; dress shirt (tucked in), belt and tie; dress shoes (Jackets/sweaters can be removed if it is too warm in church).

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.'

Graduation Weekend Friday Consecration Service: Juniors and seniors participating in Graduation Weekend services must wear Sabbath Dress unless otherwise indicated.

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

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.

Smart Watches: Students are asked not to wear smart watches or bring them to campus. However, fitness trackers are permitted if they meet the following guidelines:

- Fitness trackers must not have the ability to connect to Wi-Fi or cell service.
- Fitness trackers must not have media storage capabilities.
- Fitness trackers must be individually registered by the deans, who will compile a shared list of approved owners and trackers.

General:

1. It is not appropriate to go about campus:
 - a. in tight-fitting or overly-baggy clothing.
 - b. in pajama type clothing.
 - c. in sleeveless tops, tank-tops, jerseys, or shirtless.
 - d. with undergarments showing.
 - e. with a low neckline, either front or back.
 - f. in yoga pants.
 - g. with pen/marker markings, henna, or tattoos.
 - h. with colored fingernail polish, gems, glitter, or sparkles on nails. Only clear polish or french white tips are permitted. Toenail polish, with exception to clear polish, can only be worn in the girls dorm.
2. Dresses and skirts must come to the knees when standing or sitting (girls).
3. Clothing must not have writing, pictures, or designs that are not of a high moral standard. These include clothing depicting music groups, movies, TV shows, super hero symbols, skull and crossbones, drugs, alcohol, tobacco, inappropriate language, or have slogans/symbols with double meanings and/or meanings which are not in accordance with SDA standards.
4. Shirts and blouses must be modestly buttoned and no see-through fabrics.
5. Girls' swimwear is a modest one-piece suit or tankini with no midriff showing when hands raised and board shorts worn with either bathing suit or tankini. Guys are not allowed to wear speedo-type swimwear.
6. It is inappropriate to wear unnatural-looking and excessive makeup.
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. Head coverings cannot be worn by men in the Administration Building or in places of worship. Hats may not be worn by anyone in the Administration Building or places of worship.

• **EMERGENCY DRILLS**

GLAA is in compliance with the State of Michigan in relation to emergency drill requirements for educational facilities. For all drills, students are asked to leave the buildings and follow the instructions of their work supervisors, teachers, deans, or administrators present when alarms are sounded and/or drills are 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.

• **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

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 & home leave runs.

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

(*indicates these are at the discretion of the deans and administration)

INFRACTIONS	CONSEQUENCES
Appliances: coffeemakers, crockpots, hot plates, irons, popcorn poppers, pressure cookers, toasters/toaster ovens, soldering guns, sunlamps, etc.	*
Caffeine	*
Electronics: radios, tvs, VCR/DVD/Blu-ray players, CD players, MP3 players, cell phones, computers, tablets, gaming systems, walkie-talkies, smart watches, etc.	5 hours & \$50 fine per item; Upon 2nd offense, hours doubled (Fine and hours required before item is returned.)
Music equipment: drums, guitar amplifiers, etc.	*
Explosives or firearms: firearms or other explosives, including firearm materials	suspension or possible withdrawal
Fire hazards: candles, lighters, matches, burnable incense, or any corrosive/flammable liquids, etc.	4 hours
Jewelry & smart watches	*
Meat: any flesh foods	*
Media: DVDs, CDs, Blu-ray discs, gaming cartridges, etc.	Confiscated until end of school year
Occult: games or articles dealing with the occult	20 hours or possible withdrawal
Pets: fish are acceptable.	*
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 equip: roller blades/skates, bikes, long boards, etc.	*
Substance: possession/use of alcohol, tobacco, e-cigarettes, drugs, non-prescription drugs, sniffing/inhaling, JUULS, vaping, and/or vaping paraphernalia, etc. (See <i>Substance Abuse for Mentorship Program</i>).	20 hours & Mentorship Program or possible withdrawal
Weapons: knives (all types), airsoft guns, clubs, sling-shots, nunchucks, stars, martial arts material, hatchets, axes, etc.	20 hours or possible withdrawal

● **GENERATIVE ARTIFICIAL INTELLIGENCE (AI) POLICY**

Great Lakes Adventist Academy is committed to helping students develop and maintain integrity and ethical practices in every sphere of life, including academics. We are living in a time of rapid digital advancement, particularly in the area of artificial intelligence (AI). While the use of AI may be exciting and helpful in a myriad of ways, it can also lead to academic misuse. As a Seventh-day Adventist Christian institution, it is our desire that students will learn appropriate and ethical uses of these tools while helping them to avoid pitfalls.

We believe that using AI in thoughtful, ethical ways is a reality in students' 21st century education. We also believe that it is imperative for students to develop their own critical thinking skills in all academic areas. "Every human being, created in the image of God, is endowed with a power akin to that of the Creator—individuality, power to think and to do...It is the work of true education to develop this power, to train young people to be thinkers, and not mere reflectors of other men's thought." Therefore, as a general rule, the use of generative AI to complete school work is not allowed. However, if a teacher indicates that the use of generative AI is permissible for a specific assignment, project, or assessment, students should refer to the Generative AI Assessment Scale (below). Teachers will clearly indicate to students what level of generative AI is permitted for each of these assignments. Whereas the scale is a general guideline for Great Lakes Adventist Academy, specific assignments may have more explicit instructions from the teacher.

It is incumbent upon the student to clearly disclose their use of generative AI and document it as outlined on the Generative AI Assessment Scale. Any failure to accurately disclose the use of generative AI violates our standards of academic integrity and will be considered an academic dishonesty offense in which the student will receive a zero on the assignment and further discipline may be assigned (see *Cheating/Honesty Policy*).

● **GRADUATION WEEKEND POLICY**

Freshmen and sophomores are requested to move out of their dormitory after year-end exams. If freshmen and sophomores have immediate relatives graduating or they are working over the weekend, they may make arrangements with their respective deans to stay through graduation. All juniors and seniors are required to stay on campus through the weekend and participate as requested by the school administration. All students are expected to cooperate with school rules and requests throughout the weekend, including visiting freshmen and sophomores. Misconduct may result in the loss of the privilege to be on campus.

● **GREEN-SHEET** (*Visiting Staff Homes*)

Students are permitted to be signed out by staff during evening study hall by receiving permission from the vice principal.

● **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 and refrain from running, loitering, or engaging in horseplay in the hallways. Students should move to the dormitories, the Learning Center, or the receptionist lobby during their free periods.

● **HOUSING**

Students may live in the dorm, with their parents/legal guardians, or with staff members.

● **HUGGING**

The basic policy for GLAA is "hands off." However, an appropriate hug (A-frame or side-hug style) when parting is not forbidden. Hugging with bodies pressed together is not appropriate.

Discipline Pertaining to Conduct

All school rules apply on school trips.

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

(*indicates these are at the discretion of the deans and administration)

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.	8-20 hours; or possible withdrawal
Cheating/honesty: (see <i>Cheating/Honesty Policy</i>)	*
Climbing up: being on the roof of, climbing up on buildings, 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
Horseplay: wrestling, slap-boxing, horseplay, 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	8-20 hours & restitution
Vehicle tampering: unauthorized use/tampering with vehicles	20 hours & restitution
Water tower: climbing the water tower	30 hours & \$200 fine
Window screens: damaging/tampering with screens/screen rivets (Even a pencil-point hole is considered damage).	*hours & restitution

Generative AI Assessment Scale

	Level of Generative AI Use	Full Description	Disclosure Requirements
0	AI Free	Assignment is completed fully without generative AI assistance. Student did <u>not</u> use generative AI for any part of the assignment.	No disclosure required.
1	AI Refined	Generative AI is used for helping students identify grammatical and mechanical errors and/or to suggest ideas for improving a project. AI does <u>not</u> alter, create, or modify any work, words, or phrases. It does <u>not</u> refine sentences or paragraphs nor create any new content of any kind.	<p>The student should include a disclosure statement explaining how, where, and to what extent generative AI was used in the completion of the assignment. The student should appropriately cite all use of AI and provide links to chat boards.</p> <p>The student is responsible for verifying the validity, accuracy, and fairness of all AI information used in the assignment.</p>
2	AI Assisted	Generative AI is used for tasks such as brainstorming or planning. Generative AI is used to improve the student's understanding of a topic. Use beyond these tasks is a violation of academic integrity.	<p>The student should include a disclosure statement explaining how, where, and to what extent generative AI was used in the completion of the assignment.</p> <p>The student is responsible for verifying the validity of all AI information used in the assignment and for presenting it in the disclosure statement.</p>
3	AI Enhanced	<p>Generative AI is used throughout the assignment to enhance the quality and/or creativity (i.e. altering phrases, creating layouts, generating images, producing video or music, etc.).</p> <p>OR</p> <p>Generative AI is used to generate specific parts of an assignment but not the whole.</p>	<p>The student should appropriately cite all use of generative AI and provide links to chat boards.</p> <p>The student is responsible for verifying the validity, accuracy, and fairness of all AI information used in the assignment.</p>
4	AI Powered	Generative AI is used throughout the assignment in any way that the student chooses.	<p>The student must provide human oversight to all AI creations and is responsible for verifying the validity, accuracy, and fairness of all AI information used in the assignment.</p> <p>The student should include a disclosure statement explaining how, where, and to what extent AI was used in the completion of the assignment.</p>

● LOCKER USE

Students may request a locker at the registrar's office in the Administration Building. Students are asked to not put locks on school lockers.

● MONTH-BY-MONTH PROBATIONARY REVIEW

Month-by-Month Probationary Review (M-by-M) 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, 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 issues at GLAA or at another school the previous year may be placed on M-by-M. Students who continually struggle with poor grades due to a lack of effort on their part will also be placed on 'Academic' M-by-M. Students who are suspended for disciplinary reasons will automatically be placed on M-by-M.

● 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 area.
3. the student does not transport dorm/village students without permission from appropriate school officials.
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 the 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 used while driving on/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 NHS.
- b. Students must have and maintain a cumulative 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 apply by completing a Student Activity Information Form and supplying information regarding leadership, character, and service. A list of eligible students will be posted at the beginning of the second semester and announcements will be made at daily chapels.
- e. Eligible students are required to return 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 final selections based on the following criteria after reviewing the application forms.

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 NHS Faculty Council selection is based on a point system. The criteria for leadership, character, and service are rated on a scale of 1-4 with 1 being low and 4 being high.
A total combined NHS Faculty Council score of 60 is possible. The following minimum score is required: sophomores-55; juniors-50; seniors-45.
- b. All applicants' parents will receive a letter with the committee's decision.
- c. A formal induction ceremony will be held during the second semester.
- d. A student becomes a member of NHS at the induction ceremony.

4. Retention, Discipline, Dismissal, and 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 are subject to discipline/dismissal if they do not maintain standards of scholarship, leadership, service, and character that were used as a basis for their selection. When members fall below standards by which they were selected, advisors will inform the errant member in writing of the nature of the violation, the time period given for improvement, and provide warning of 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 NHS Faculty Council to dismiss the member.
- e. If the council decides that dismissal is warranted, the member is allowed to be present at their pre-dismissal hearing before the council. If a member is dismissed, written notice will be sent to the member, their parents, and the principal.
- f. If a student resigns from NHS, they will never again be eligible for membership or its benefits. Resignation from the society requires a written statement that is dated and signed by both the student and their parent(s).

● **OFF-CAMPUS VISITORS**

All parents/visitors to the Administration Building (*after being buzzed in*) must check in at the front desk and pick up a visitor badge to wear while in the building. All parents/visitors to dormitories must check in with the deans-on-duty. All parents/approved visitors are welcome for the Friday night and Sabbath services.

● **RELIGIOUS ACTIVITIES**

GLAA provides a variety of religious activities through the Religious Activities Committee. These may include daily chapels, Sabbath afternoon activities, serving the community, church prayer 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 the 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 rules.

● **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, therefore, cameras are not located in bathrooms, locker rooms, changing/dressing rooms, dorm rooms, and other areas 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 cameras are stored for a reasonable period

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 MEDIA ON CAMPUS**

Social media is not available on campus computers.

- **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 a Special Study Hall list. A student will be removed from the Special Study Hall list at a new evaluation when their grades are acceptable.

- **STUDENT HEALTH SERVICES**

In the event a student needs medical attention, we will provide medical treatment as 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. As a residential school, all students (dorm and village) must submit a current health appraisal or physical every two years as required by the State of Michigan.

- **STUDENT OFFICES & QUALIFICATIONS**

Students running for an office must have a 2.000 cumulative GPA and maintain a 2.000 at each quarter, and those running for SA offices and junior or senior president positions must maintain a 2.500 cumulative GPA. The staff gives leadership training and offers experiences for as many students as possible and seeks 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 elected position, with the exception of National Honor Society, as they are elected later in the school year. Students desiring to run for offices must be individuals of character demonstrating respect, responsibility, trustworthiness, fairness, caring, and good 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 to a boarding school setting.

- **TELEPHONE/STUDENTS OR STAFF**

Family and friends may call the switchboard at (989) 427-2400 to talk to or leave messages for students or staff.

- **TITHING**

Students and/or parents may contact the business office to have tithe deducted from their student's earnings and sent to the Michigan Conference of Seventh-day Adventists office in Lansing.

- **TUTORS**

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

DORMITORY HANDBOOK

● YOUR ROOM

Appliances: Students are allowed to have small, dorm-sized refrigerators, microwaves, and rice cookers in their dorm rooms. The following appliances are not allowed in dorm rooms: coffee makers, crockpots, hot plates, irons, popcorn poppers, instant pots/pressure cookers, soldering guns, sunlamps, toasters/toaster ovens, etc. (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.

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 at the beginning of each school year 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 emptied.
3. Carpet vacuumed or floor swept at least once a week.
4. Clothes hung up and closet in good order.
5. Sink, mirror, and counter clean and neat.
6. Desk and furniture clean and orderly.
7. General appearance.

Room Decorations: In selecting decorations, students' rooms 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 publicly 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. Replacement costs for damaged furniture, no matter who did it or how it happened, will be charged to the room occupant(s).

Room Locks: It is in the student's best interest to lock their door whenever leaving their room, as the school will not be held responsible for missing articles and valuables. If a student loses a room key, they should 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 the number of times students 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" tall (to the top of the radiator). Blinds are included, but students should bring their own tension/traverse rod if they plan to put up curtains.

● YOUR DORMITORY

Computers (Skype and Wi-Fi): The school furnishes computers at three campus computer labs. Personal computers should not be brought to campus. Internet for student use is available from 5am to 10pm 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.

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 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.

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 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 at 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. Students must leave the building by the closest exits. If a fire drill is held in the dorms, students must leave the building and move to areas assigned by halls so RAs can take attendance.

Janitorial Supplies: Students may not take or use cleaning supplies from any dorm janitor's closet. Students should bring their own cleaning supplies from home. However, a broom, dustpan, and vacuum will be provided in each dorm.

Laundry Rooms: Washers and dryers are provided free of charge or students can request the free laundry service available to all dorm students. 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: Outgoing mail can be placed in the slots by the dormitory mailboxes or in the Administration Building reception office. Incoming mail is delivered to students' rooms.

Pets: No pets are permitted in the dorm with the 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: Sleepovers in other rooms will not be allowed.

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: Students are asked to use the extension phones in the dorm lobbies and to give the main switchboard number (989) 427-4444 to their family and friends. Any phone messages will be posted at the monitor's desk.

Each dorm has a fax machine where parents can send permission letters, etc. The numbers are: **Girls' Dorm Fax:** (989) 427-1089; **Men's Dorm Fax:** (989) 427-0024; **Nurse's Office Fax:** (989) 427-0053

Visitors: All visitors must check in at the dorm monitor's desk. Village students must follow all rules while visiting in the dormitories. No female students are allowed in the men's dorm, and no male students are allowed in the girls' dorm. Unless students have received proper permission from deans, no female visitors will be allowed beyond the men's 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 have checked in at the front desk and have the desk monitor announce them. 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.) All visitors (non-GLAA students) must leave the dorm when dorm worship begins. No overnight visitors will be allowed to sleep in the dorms.

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. Shower shoes
9. Foldable bag chair
10. Appropriate clothing (see *Dress Code*)

• YOUR DORM APPOINTMENTS

Dormitory Clubs: Enrolled students, including village, are automatically members of the dorm clubs.

Medications (*prescription & non-prescription*), Supplements, and Vitamins:

Students are not to have any medication in their rooms at any time, regardless of whether prescribed or not. Parents must give the school nurse all prescription and over-the-counter medication (examples: pain relievers, cold/flu medication, allergy relief, etc.) on registration day or when arriving on campus for regular or as-needed dispensing by the deans and school nurse. All performance-enhancing, protein, and vitamin supplements (and similar items) must be approved by the school nurse and deans. If approved, the nurse will determine the appropriate dispensation of these items.

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 a 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. All juniors and seniors are required to stay through graduation weekend to participate as requested by school administration.

Leaving Campus: Dormitory students are required to meet the following policies regarding when they may leave campus and with whom, when they may not leave campus, and expectations during home leaves.

Dorm students are allowed to leave campus:

1. with approved drivers listed on the signed Campus Leave Authorization Form who are 21 years of age or older. Drivers under 21 may only be added under special circumstances, which must be requested by the parents and approved by the Administrative Committee at least one week prior to travel plans.
2. on scheduled home leaves.
3. during open weekends (Friday once class and work responsibilities have concluded), returning prior to dorm worship on Sunday evening at 7:30 PM.
4. overnight on Saturdays (after church, and once all responsibilities on campus have concluded), but not on Saturday nights prior to Sunday Schools, and returning prior to dorm worship on Sunday evenings at 7:30 PM.
5. on school days (during times that do not conflict with school programming/student responsibilities) with an approved driver whose name is listed on the signed Campus Leave Authorization Form or a staff member, returning prior to dorm worship.
6. with other students for any overnights/home leaves, pending written, signed, and dated parental permission from all parents involved.
7. with non-student siblings under 21 for overnight trips if listed on the Campus Leave Authorization Form.
8. with deans' approval. Deans reserve the right to make the final decision as to whom students leave campus with.

Dorm students are not permitted to leave campus:

1. during closed weekends.
2. overnight on school nights.
3. if their leave request conflicts with a prior obligation/commitment related to their class, work, and/or organizational responsibilities.
4. during times that conflict with required school programming, such as chapel, dorm worship, study hall, and/or student classes/work.
5. with an individual who is not approved on their Campus Leave Authorization Form.
6. without obtaining proper permission and final approval from the dormitory dean.

Home Leaves:

1. All students are required to go home or make arrangements to go elsewhere during home leaves.
2. Home leaves are published on the school's calendar and the student handbook, so please plan ahead.
3. Students must always submit a home leave request form and have it approved by the dean.
4. Students must leave the dormitory by 2 PM on home leave days and must return to campus no earlier than 4 PM and no later than 9 PM on Sundays.

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

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 church service must be cleared with the dean-on-duty.

