

# ACADEMIC PLACEMENT FOR HIGH SCHOOL

Upon entering his/her secondary education experience, a student will be classified as:

**Freshman**—for the entire first year

**Sophomore**—after completing 65 semester units of credit with passing grades

**Junior**—after completing 130 semester units of credit with passing grades

**Senior**—after completing 195 semester units of credit with passing grades when registered for the appropriate courses necessary to graduate from BAA

## ACADEMIC LOAD

A student is expected to maintain a full schedule of classes based on the current curriculum. The school reserves the right to adjust the student's program if necessary.

## FULL TIME STATUS

Freshmen, Sophomores and Juniors need to take a minimum of 65 units in order to maintain full-time status.

Seniors must have completed the necessary requirements for graduation and take a minimum of 30 units to maintain full time status.

## MINIMUM PROFICIENCY REQUIREMENTS

All students receiving a diploma from Bakersfield Adventist Academy must meet the minimum proficiency requirements as established by the Board of Directors. Areas specifically tested are math, reading, and language skills. The Iowa Assessments achievement test is used as a baseline to establish the student's grade level score. This test is given during the fall of each school year. Minimum proficiency for high school math, reading and language is grade equivalent of 9.0.

## ADDING/DROPPING CLASSES

- All program changes must be made at the Registrar's Office by the end of the first week of a semester.
- An add/drop voucher must be obtained from the Registrar's Office and completed.
- Approval must be obtained from all teachers involved, the parents, the principal, and the registrar before any class change will take place. The student will be expected to make up missed work to receive full credit for an added class. Students must continue attending class(es) until the process for dropping the class(es) is completed.
- Lab fees are not refundable when any class is dropped after the first week of the semester.

## CORRESPONDENCE/OUTSIDE CREDITS

Credit for correspondence and other courses not offered at BAA is granted only with prior approval of the Curriculum Committee. Students are expected to take courses offered at BAA but occasionally take other courses due to schedule conflicts or other issues. Students taking summer school for credit are encouraged to take enrichment courses not offered at BAA. Courses must be approved two weeks before the class begins, in accordance with Pacific Union Conference Education Code policy. Contact the registrar for more information and the request form. Seniors taking approved correspondence work needed to complete requirements for graduation must have the course(s) completed by April 15. All documentation must be received by the registrar prior to May 15 in order to participate in graduation exercises.

## TRANSCRIPTS

Transcripts of the student's work will be sent to the college(s) requested by the graduating student. The first transcript is free. Additional transcripts are \$5.00 each. Expedited transcripts are sent with a charge of \$25.00.

## ADVISORS

Students are assigned an advisor to assist with academic and personal counseling.

## GUIDANCE

The purpose of the guidance program is to help each student achieve the highest growth spiritually, emotionally, socially and physically. This is accomplished in several ways:

- By helping new students feel at home in our school with new teachers and friends.
- By individual conferences whenever a student, a teacher, or the advisor deems it necessary.
- Through mentoring that recognizes and encourages student success.
- Through a testing program designed to help the student learn as much as possible about his/her potential. The counselor/advisor welcomes the opportunity to talk with any student, parent, or teacher.

## HIGH SCHOOL ACCELERATION

A student may complete a four-year program in three years under this program policy:

### Qualifications:

- Composite score at the 90th percentile or above on the Iowa Tests of Educational Development. (ITED).
- Cumulative GPA of 3.50 or above.
- Demonstrate initiative, responsibility, self-control, adequate social adjustment and emotional maturity.

### Procedure:

- Submit a written request to the Curriculum Committee toward the end of the Freshman year including the following:
  - a. Reason for desiring acceleration.
  - b. Suggested program for completing the requirements.
  - c. Written consent of parents or guardian.

- Upon preliminary approval by the Curriculum Committee, meet with the registrar to develop a formal program of completion.
- The student's program will be reviewed at the end of the first semester of the sophomore year. If the student is maintaining all qualifications as stated above, he/she will be granted final approval and will be considered a junior for the second semester.
- A student on the accelerated program must complete all the requirements for graduation as approved by the registrar.
- An accelerated student must complete 10 units of religion for each year enrolled in a Seventh-day Adventist school.
- If at any time the student does not meet the above criteria, he/she will be asked to resume the regular four-year curriculum.

**Note:** It is possible that an accelerating student may not qualify for entrance at some colleges.

## GRADING POLICY

The elementary school year is divided into four quarters. The high school year is divided into two semesters of two nine-week quarters. Progress reports are sent to parents in the middle and end of each quarter. Grade reports are sent to parents at the end of each grading period. Semester grades are the only grades recorded on a high school student's transcript.

Grades and grade-point averages (GPA's) are based on the following standards:

GRADE	%	GPA	GRADE	%	GPA
A	93-100	4.0	C-	70-72	1.67
A-	90-92	3.67	D+	67-69	1.33
B+	87-89	3.33	D	63-66	1.0
B	83-86	3.0	D-	60-62	0.67
B-	80-82	2.67	F	0-59	0.0
C+	77-79	2.33	I	Incomplete	0.0
C	73-76	2.0	P	Pass	N/A

Teachers update student progress by Monday morning each week. Grades are posted according to the dates on the school calendar. Student progress and grades are available 24/7 through an online service. Parents and students are given usernames and passwords to access student progress, grades and other information.

## HONOR CLASSES GPA SCALE

Honor classes are calculated on a 5.0 scale: A=5, B=4, C=3. Honor class points are not awarded for a grade of D or F.

## INCOMPLETES

An incomplete is given only for cases in which the student has not been able to complete assignments because of illness, emergency, or by pre-arrangement. An incomplete on the report card becomes an "F" four weeks from the date it is issued. Make-up work is the complete responsibility of the student.

## PASS/FAIL GRADES

A pass grade is granted for pass/fail and challenged courses, such as charter or home school courses.

## HONOR ROLL

An honor roll is published at the end of each quarter.

Principal's List	3.75 and higher
High Honors	3.50-3.74
Honor Roll	3.00-3.49

## DIPLOMAS

Graduates will receive either a basic or advanced diploma. Students choosing either the basic or advanced diploma should carefully check the requirements of the college or university they plan to attend to make sure they meet minimum entry requirements.

**Basic:** The basic diploma requires a minimum of 240 units of credit for graduation. The basic diploma may be accepted by most colleges for entrance (not the University of California a-g requirements). Check individual college requirements carefully.

**Advanced:** The advanced diploma requires a minimum of 280 units of credit for graduation. The advanced diploma requires more mathematics and science credits with C or better grades to fulfill University of California. a-g entrance requirements. Advanced diploma students must also complete a Senior Project.

Diplomas are issued when all course work is completed and the student's account is paid in full at all SDA schools the student has attended.

**NOTE:** No student will be allowed to participate in the graduation services or receive a diploma without completing the minimum graduation requirements.

## GRADUATION REQUIREMENTS

A diploma is granted to a student who:

- Has been in attendance for at least the final semester of the school year in which he/she graduates.
- Meets the minimum proficiency requirements.
- Has completed in a satisfactory manner the following course work:

Course	Semester Periods	
	Basic	Advanced
Religion*	40	40
Computer Applications	5	5
English	40	40
Fine Arts	5	5
Health	5	5
Life Skills	5	5
Mathematics	20	30
Physical Education	30	30
Science	20	40
American Government	5	5
Economics	5	5
American History	10	10
Work Experience (100 clock hours)	5	5
World History/Geography	10	10
Foreign Language	10	20
Electives	25	25
Community Service (25 clock hours per year)	--	--
	<b>240</b>	<b>280</b>

\*For every semester in a non-SDA school, 5 units of elective credit may replace 5 units of religion credit.

## GRADUATION HONORS

Personalized stole with "Highest Honors"	GPA of 4.00 and higher
Gold Cord	GPA of 3.50-4.00
Red Cord	GPA of 3.00-3.49