

ACADEMIC INFORMATION

*These requirements apply to the Class of 2014 and beyond.
Requirements are updated on an annual basis.*

STUDENT EVALUATION

PSAA utilizes the Renweb school management system (www.renweb.com) as an effective online resource whereby parents can regularly monitor their child's performance at school. Teachers update information weekly or in some cases daily. Parents are strongly encouraged to make regular use of this effective online tool. Login and password information can be obtained from the school Registrar.

Student report cards are issued two times each academic year. Grades 9 & 10 will receive weekly reports. These reports are designed to keep parents informed regularly of their student's performance before permanent grades are entered on the quarterly reports. Academic marks at PSAA are based on a five-letter system of A, B, C, D, and F. An "F" grade indicates failure to meet minimum requirements.

The teacher will notify parents on an ongoing basis if their child is failing or doing unsatisfactory work and will keep parents informed of progress and special needs.

Grades are used to determine Honor Roll members (see following sections) and to determine eligibility for promotions, for participation in extra-curricular activities and those programs that require a student to miss school or valuable study time due to practice routines or extensive traveling. The following policy will be employed to insure academic priorities:

1. Students with three or more failures in their core classes may be ineligible for promotion into the next grade.
2. Any semester failing grade received in grades 9 and 10 means losing that subject's semester unit of credit. That course will have to be repeated in summer school to allow the student re-admission to PSAA.

Any student with one or more "F's" in a course may have their participation in extracurricular activities limited until such time as their academic performance improves.

ACADEMIC REQUIREMENTS FOR ATHLETIC ELIGIBILITY

Students must be academically successful by maintaining at least a C average in order to participate in the after-school athletic program. If a student does not maintain acceptable grades, they will be suspended from after-school athletics; at least until the next interim grading period. Students may not have more than one D in any given class per quarter in order to remain eligible. An F in any class, regardless of overall GPA, will also make a student ineligible. If grades have not improved by the next interim grading period, the student will remain ineligible for participating in the after-school athletic program until such time as grades improve.

HOMEWORK/LATE WORK

A major part of academic success is completing assignments on time. Being responsible and meeting deadlines is a critical life skill that students must learn. All students are expected to meet these expectations. Each teacher provides a published policy regarding the procedures or penalties related to the acceptance of late work in their classes. Please note that teacher discretion will be applied to all late work situations, therefore students should speak to the instructor immediately regarding this issue. Late work due to excused absences is exempt from any penalty if completed in a timely manner.

The school office will not accept faxed homework for students, nor will homework assignments be faxed by the school office should a student be absent. All communication regarding homework and assignments should be directly with the teacher. Upon returning to school, the student who was absent will be given the missed work to make up in the same number of days they were absent.

ACADEMIC HONESTY

PSAA's policy regarding academic honesty is based on the Christian principles embraced by the school. Habits of hard work and honesty promote integrity, self-reliance, self-respect, responsibility, and trust. Grades

on all assignments are to represent the student's best work. Individual progress cannot otherwise be fairly determined. PSAA assumes that all students enrolled are honest unless the trust placed in them is broken. While students who practice dishonesty usually care a great deal about succeeding in school, they actually jeopardize the success of themselves and their peers. The consequences for such behavior may include failing grades, suspension and possible dismissal from school. Dishonesty can occur in many forms, including, but not limited to, the following:

1. Allowing another student to copy or borrow one's work.
2. Copying or borrowing answers or ideas from another's work.
3. Using unauthorized notes or looking on another's paper during a test or assignment.
4. Working together on assignments when the assignment is not given as a team project.
5. Copying a theme or other writing assignment from any source without giving credit to the original author.
6. Having parents, friends, or tutors do assignments.
7. Unauthorized use of digital or web-based reference tools on assignments or tests.

ACHIEVEMENT TESTING

Achievement tests will be given at each grade level during the fall. An essential part of achievement testing is to utilize test results to assist the teaching staff, the student, and the parent in determining realistic academic expectations for each child.

PARENT-TEACHER CONFERENCES

Twice each year a special day is set-aside on the school calendar at the end of the first and third grading periods for parent-teacher conferences. All parents are urged to come to this conference.

Additional conferences may be arranged on an as needed basis. If parents wish to speak with a teacher, it is best to make an appointment with the teacher or to leave a message with the secretary in the front office. Please feel free to initiate contact through the school office to speak with your child's teacher(s). An informed parent is a supportive parent.

PROBATION

Students may be placed on academic probation at either interim or quarter grading periods should performance indicate the need for greater scrutiny or corrective action.

HONOR ROLL AND ACADEMIC AWARDS RECOGNITION

Puget Sound Adventist Academy considers academic awards, honors, and accolades a vital part of its emphasis in a student's performance.

Students are eligible for the PSAA HONOR ROLL if they maintain a 3.5 GPA or above and maintain good citizenship. Students are eligible for the PRINCIPAL'S LIST if they maintain a 3.7 GPA or above and maintain good citizenship.

Principal's List	3.9–4.0
Honor Roll	3.5–3.89
Honorable Mention	3.0–3.49

No D's or F's for all categories

GRADUATION REQUIREMENTS

The listing below outlines minimum requirements for graduation in the years indicated as set forth by the General Conference of Seventh-day Adventists, North Pacific Union Conference, and the State of Washington. The State of Washington requires a minimum of 20 total credits for graduation. See the table below for the breakdown per subject area. Each semester completed receives .5 credits. PSAA students are required to fulfill both state and NPUC requirements, whichever is higher.

Subject	Credits	Credit Requirements	
		NPUC	WA State
<i>Religion</i> Bible I Bible II Bible III Bible IV	1 1 1 1	4	See note ⁽¹⁾
<i>English</i> English I English II English III English IV College Writing Speech	1 1 1 .5 .5 .5	4	4
<i>Math</i> Algebra I Algebra II Geometry Precalculus	1 1 1 1	2 See note ⁽⁶⁾	3
<i>Science</i> Physical Science Biology Chemistry Anatomy & Physiology Physics	.5 1 1 1 1	2 See note ⁽²⁾	2 See note ⁽²⁾
<i>Social Studies</i> Geography Civics World History US History History through Film & Literature	.5 .5 1 1 .5	2 See note ⁽³⁾	3
<i>World Language</i> Spanish I Spanish II	1 1	0 See note ⁽⁴⁾	0 See note ⁽⁴⁾
<i>Arts</i> Art Band Choir Praise Team Leadership	.5 .5 .5 .5	1 See note ⁽⁵⁾	1 See note ⁽⁵⁾
<i>Health & Fitness</i> PE I PE II Health	1 1 .5	2	2
<i>Occupational Ed</i> Computer Applications Life Skills	1 0.5	1	0

(1) Students are required to fulfill 1 credit per year when attending an Adventist school only. Students transferring from a non-Adventist school do not have to make up Religion credits.

(2) 1 credit hour must be Biology.

(3) 1 credit must be U.S. History and 1.0 must be in World History. WA State History is also a required course which is not taught at PSAA. Any student entering PSAA without this credit from 8th grade must complete an online course before the beginning of senior year.

(4) Although a foreign language is not required for graduation, most 4-year colleges & universities require their applicants to have 2 years of the same language on their transcript. Therefore, we highly recommend our students enroll in the language classes offered.

(5) A total of 1 credit must be earned; it can be in any combination of the classes offered. After 1 credit has been earned toward the Fine Arts requirements, all other credit will go toward the elective credit requirements.

(6) Credits must be in Algebra I, Geometry and Algebra II or Math 1, Math 2 and Math 3 if integrated.

TRANSFER CREDIT

Students who are enrolled in PSAA must get prior permission to receive academic credit for concurrent enrollment in another school or college, for correspondence courses, or for summer school courses. While enrolled at PSAA, the total number of credits accepted from these outside sources is not to exceed 25% of the student's class load. These credits are to be completed before entering senior year.

Students transferring from a non-accredited school will not receive a grade for courses taken but may receive credit. Students may have to pass an exam to receive credit for such courses.

Students must receive permission from the registrar to take courses outside of school to fulfill requirements that cannot be met at PSAA. Students may not take a class outside PSAA to avoid taking a class from a specific teacher.

To receive a diploma, students must be enrolled for at least 2 credits in the last semester.

RUNNING START

Students enrolled at PSAA are eligible to also participate in the Running Start program offered through public schools. Please see the Registrar for details on how the program works and how to apply.

HOME SCHOOL

Credits will be evaluated on an individual basis to determine if a letter grade will be accepted. Generally, students transferring from a home school program will receive a grade of P, for passing.

Home school students may elect to register for individual classes and some sports and music programs. Specialty music groups and varsity sports are reserved for regularly enrolled students.

WITHDRAWING FROM/ADDING A CLASS

Under extreme circumstances a student may find it necessary to withdraw from a class. This could seriously affect his/her ability to graduate on time. To withdraw from a class requires completion of a "Request to Change Program" form. Withdrawal is not official until approved by the registrar.

WITHDRAWING FROM/ADDING A MUSIC CLASS

Students may withdraw from or add band or choir classes only during the first two weeks at the beginning of each semester. Dropping a music class later in the semester is not permitted due to performance commitments.

WITHDRAWING FROM PSAA

Students withdrawing from PSAA during the school year need to notify the office and complete the "Intention to Withdraw" and the "Withdraw from Classes" forms. All financial obligations to PSAA must be met before transcripts will be released.

WAIVER/CHALLENGE TESTS

Students who have mastery of Spanish I, or ELL may request permission from the instructor and the administration to take a challenge or waiver test for either course. The fee for this test is \$25. Credit may be given for the course but no honor points will be earned. If credit is awarded, students who successfully pass the test, as determined by the teacher, will receive a “P” grade for passing the course. No more than 2 semester credits earned through waiver/challenge tests may apply towards graduation requirements.

CLASS ELIGIBILITY

Specific requirements for class eligibility are as follows:

Freshmen — All first year academy students are classified as freshmen and are eligible to attend the freshman class meetings as voting members, provided 8th grade records are on file.

Sophomore — All second year academy students who have completed a minimum of 5.5 semester credits are classified as sophomores and are eligible to attend the sophomore class meetings as voting members.

Juniors — All third year academy students with a minimum of 11 semester credits and currently enrolled in enough credits to earn 15 semester credits by the end of the junior year are classified as juniors and are eligible to attend the junior class meeting as voting members.

Seniors — All fourth-year academy students may be classified as seniors, at the start of the year if:

1. They have completed a minimum of 17 semester credits
2. All correspondence courses required for graduation have been completed, with transcripts received by PSAA
3. They are set to complete all requirements for graduation, as set forth under the graduation requirements.

Graduating class — The graduating class is composed of seniors who, prior to graduation, will have:

- a. Completed a minimum of 20 semester credits including required courses.
- b. Placed all credits from other schools on file in registrar’s office.
- c. Completed all correspondence work and submitted final grades to the school registrar.
- d. Arranged for payment of all school accounts.

COUNSELING AND TESTING SERVICES

General guidance and counseling are available to all students through the chaplain, registrar and student services.

Standardized tests to aid in determining the student’s aptitude in various subject areas are administered. All 9-12 students will take achievement tests each fall. All Sophomores take the PLAN and PSAT tests; all Juniors take the PSAT and are strongly encouraged to take the ACT test. Arrangements may also be made to take the SAT (Scholastic Aptitude Test) exam. Career assessments are given at each grade level in helping determine students’ aptitudes.

As students consider college and career planning, they are encouraged to continually assess their academic and personal aspirations, goals and interests. The school registrar serves as the Guidance Counselor to assist students in their college and life planning design.

ACADEMIC RECOGNITION

A student attaining a semester GPA of 3.9 - 4.0 with no D’s or F’s are on the Principal’s List; 3.5 - 3.89 with no D’s or F’s receive Honor Roll status; a GPA of 3.0 - 3.49 with no D’s or F’s receive Honorable Mention.

Students who maintain a cumulative GPA of 3.5, through the completion of the senior year will be recognized during Commencement exercises with gold cords.

Students, except seniors, must take at least 2.5 semester credits and not take more than one pass/fail or audited class per year to qualify for the Honor Roll. Seniors need only fulfill graduation requirements.

National Honor Society - students with a cumulative GPA of at least 3.50, along with good character, demonstrated leadership and service components may apply 2nd semester of Sophomore year. Seniors will wear white

cords at graduation.

Students who complete graduation requirements and have been in attendance at PSAA for eight continuous semesters will receive cords at graduation.

SCHOLASTIC REPORTS

The academic year is divided into two semesters. The first semester closes in January and the second semester typically closes in early June. At the end of each quarter (nine weeks) a progress report indicating scholastic standing is given to each parent and student. Only semester grades are recorded on the student's permanent record.

In addition to grade reports, grades will be available at www.renweb.com. During the first and third quarters, parent-teacher conferences will be scheduled. Parents are encouraged to keep in close contact with teachers and administration regarding their student's progress. Parents can schedule a conference anytime a parent or guardian deems it necessary. If parents do not have Internet at home, they can request students to print out their grades at school and bring them home.

The following grading and honor point system is used:

93-100 A 4.0

90-92 A- 3.7

87-89 B+ 3.3

83-86 B 3.0

80-82 B- 2.7

77-79 C+ 2.3

73-76 C 2.0

70-72 C- 1.7

67-69 D+ 1.3

63-66 D 1.0

0-62 F 0

Grade W (Withdraw) not counted AU (Audit) not counted

P (Credit) not counted

*Students not working to their academic potential will be placed on academic advisement and may be asked to meet with the faculty to determine a plan for improvement.