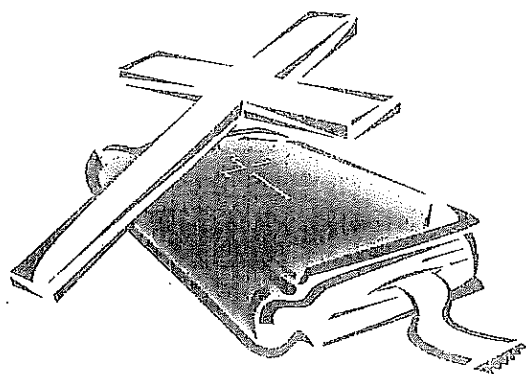


# PETERSON-WARREN ACADEMY

Pre-Kindergarten through Grade Twelve

Accredited with  
The Seventh-day Adventist Board of Regents  
And  
The National Council for Private School Accreditation



## STUDENT HANDBOOK

4000 Sylvia Street  
P.O. Box 888  
Inkster, MI 48141

(313) 565-5808 = Office  
(313) 565-7784 = Fax

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## MISSION STATEMENT

The mission of Peterson-Warren Academy is to provide an opportunity for students to develop holistically their mind, body, and spirit; to allow the Holy Spirit to transform their lives and accept Christ as their personal savior. The academy seeks to prepare young people to be of service to society and to fulfill the commission of preaching the gospel to all the world.

## PHILOSOPHY

The Seventh-day Adventist Church, of which Peterson-Warren Academy is an entity, recognizes that God, the Creator of the universe, is the source of knowledge and wisdom. Christian education, by strengthening faith in Christ, restores in human beings practical preparation for conscientious service to their fellowman.

## HISTORY

The realization of Peterson-Warren Academy was a dream of Elder Rothacker Smith, Sr., the Pastor of the Sharon Seventh-day Adventist Church in Inkster, Michigan. He told his dream to Elder J.P. Winston, the Pastor of City Temple Seventh-day Adventist Church in Detroit, Michigan. The two ministers prayed earnestly for the churches to come together and build the school of their dream in order for our Metropolitan Detroit children to have a senior academy to attend.

The school, which is named after Elders F.L. Peterson and C.F. Warren, is located 15 miles Southwest of Detroit, Michigan at 4000 Sylvia Street, between Inkster and John Daly roads in Inkster, Michigan. The property consist of seven acres of land and a physical plant.

The Peterson building opened as an academy in 1964. It was a consolidation of two separate schools – the Berean School of Detroit and the Sharon Junior Academy of Inkster – operated by the City Temple and Sharon Seventh-day Adventist churches of the Lake Region Conference of Seventh-day Adventist in the Motor City Area.

## **ADMISSION APPLICATION**

### **ENTRANCE REQUIREMENTS**

Attendance at Peterson-Warren Academy is a privilege and not a right. We admit students of good character regardless of race, color, nationality or ethnic origin who are in good standards of Christian Education, and who will cheerfully endeavor to live in harmony with the principles of the school.

### **CRITERIA**

Peterson-Warren Academy is opened to all students who promise to abide faithfully to the school's policies and who will adhere to the school's "Excellence in Education" program. "Excellence in Education" is dealing with the spiritual well-being of a student and fostering a love for their community while also helping them reach their academic potential. The school will consider the character and attitude of the applicant in determining qualifications of admission.

### **APPLICATION PROCESS**

An applicant may make a reservation, which will be honored until the first day of school by paying a registration deposit of \$125.00 that is non-refundable.

### **REGISTRATION**

Application and registration may be processed at the same time, which requires the completed and signed application and financial forms, payment of registration fee, and first tuition installment.

Grade placement may be re-evaluated up to nine (9) weeks, based on student performance and/or testing and adjusted according to the administrative and/or educational committee's recommendation and approval from the Lake Region Conference Office of Education.

Students entering Prekindergarten must be (4) four years of age on or before the 1<sup>st</sup> of September. Students entering Kindergarten must be (5) five years of age on or before the 1<sup>st</sup> of September. Students entering the First Grade must be (6) six years of age on or before the 1<sup>st</sup> of September. A copy of his/her birth certificate is required and should be attached to the application form.

Transfer students are considered to be on probation until their transcripts and character references have been received and evaluated. If a student misbehaves according to the Student Code of Conduct, they may be subjected to immediate withdrawal from the school with no refund of fees.

## HEALTH RECORDS

In harmony with the recommendation of the Health Department, new students entering from other schools must present evidence of a recent physical examination and up-to-date immunization records.

## FINANCIAL INFORMATION

It is the purpose of the administration of PWA and the School Board to keep the school's tuition and fees as low as a good quality instructional program will permit. The school reserves the right to change the rate charged at any time in order to meet changing economic conditions and the rising cost of education.

**All accounts, including tuition, must be paid by the first of each month. It is essential that accounts be paid on time to avoid financial penalties. Financial statements are mailed to parents each month with student's account information. There will be a \$25.00 fee for NFS checks. Students, whose accounts are delinquent more than sixty (60) days, will not be allowed to come to school and subsequently will be withdrawn from PWA.**

Transcripts, report cards, semester grades and/or diplomas will not be issued until the student's account has been paid in full.

## TUITION

Tuition for the 2014-2015 school year is as follows:

- |                               |           |
|-------------------------------|-----------|
| • Pre-Kindergarten            | = \$3,550 |
| • Elementary (Grades K – 6)   | = \$2,600 |
| • Junior High (Grades 7 – 8)  | = \$2,710 |
| • High School (Grades 9 – 12) | = \$3,150 |

Tuition payments are made in ten (10) monthly installments, regardless of when your child starts school. If the student begins school after the first marking period and/or in the 2<sup>nd</sup> semester, only then will the tuition will be adjusted. Please see the Principal and/or the school's Treasurer for more information.

If a student's tuition is paid in full when the student enrolls, a 10% discount will be given.

Families with multiple children will receive the following allowances:

- |                    |                                     |
|--------------------|-------------------------------------|
| • Two (2) students | = 7% discount on the oldest student |
|--------------------|-------------------------------------|

- Three (3) or more students = 23.1% discount on all students

## ATTENDANCE INFORMATION

The school day begins at 8:30 a.m. Regular attendance to class is essential for the success of a student's educational experience. A student can never fully compensate for absence from class. When a student is absent, makeup work is given as an effort to bridge the gap in the educational experience. However, this is a poor substitute for classroom attendance and is **STRONGLY** discouraged.

A good attendance record is a valuable asset that every student can achieve. The Administration and Faculty of Peterson-Warren Academy require each student to place a high priority on good attendance. It is the responsibility of students to meet all scheduled appointments. The school will assume the responsibility of keeping records and informing both the students and parents of any attendance problems. Parents may also check attendance on INow.

### EXCUSED ABSENCES

A written excuse note from a parent, guardian, or physician to the administration may validate an absence. Phone calls will NOT be an acceptable form for excusing an absence. The following are situations, which might result in an absence being validated:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>* Hospitalization</li> <li>* Short Illness</li> <li>* Death in the Immediate Family</li> </ul> | <ul style="list-style-type: none"> <li>* Unavoidable Medical Appointments</li> <li>* School Approved or Related Activity</li> </ul> |
|---|---|

In the note, the parent should state the date and the reason for the student's absence. The student must present the excuse to the homeroom teacher then to each of his/her teachers for their signature. Upon the teacher signing the note, the student may obtain class work missed during the excused absence period. **It is the child's responsibility to request makeup work and return it in the time frame allotted by the teacher. The opportunity to make up classwork or homework may be forfeited if the student fails to request the work on the day they return to school.**

### UNEXCUSED ABSENCES

A partial or full day absence from school for reasons rather other than those listed above will be classified as unexcused. Teachers are not required to give makeup work missed due to an unexcused absence.

- **Elementary (Grades PK – 6)** = Class absenteeism in excess of six (6) days during a nine-week period will result in the lowering of subject grades in proportion to the class time missed.



- **Academy (Grades 7 – 12)** = Students who have more than six (6) unexcused absences for a class period for any one unit class will result in the lowering of the semester grade by a half letter (for example, a letter grade of B+ will be reduced to a B). Any child absent more than ten (10) times from a class will receive an "F" for that marking period.

### PRE-ARRANGED ABSENCES

Request for arranged absences should be presented, in writing to the principal and each teacher, at least a week in advanced. Makeup work must be completed and turned in to teachers on the first day of returning to class.

### EARLY DISMISSAL

Any request for early dismissal must be approved by the administration. Before any planned early dismissal from school, a parent/guardian must send a written note to the office.

### PERFECT ATTENDANCE

A student may not have more than one half day of absence per year and still be considered for perfect attendance. Additionally, a student may not have more than three (3) excused tardies or early dismissals or combination of the two and still be considered for perfect attendance.

### TARDINESS

A student is considered tardy when he/she is not in the classroom when the second bell for class rings. When a student is tardy to class more than three (3) times, he/she loses perfect attendance.

When a student has accumulated five (5) unexcused tardies within a marking period, students will be placed on social probation/extra-curricular activity restriction which includes any student council sponsored activities, recess, or other appropriate consequences as deemed by the teacher or administration. For a tardy to be excused during first period, a note from the parent/guardian explaining the reason for the tardy must be presented by the student; otherwise the student will be charged with an unexcused tardy. For other class periods, a note from a teacher or administration must be presented in order for a tardy to be excused. It is possible that excuses for chronic tardies may not be accepted.

Since there are seven (7) periods each school day, a student could accumulate seven (7) tardies in one day.

Parents and students are responsible for keeping track of tardies, absences, and grades on the INOW system. Parents will be notified when a student has chronic tardies.

## DISCIPLINE AND CONDUCT

When students enroll at Peterson-Warren Academy, they voluntarily place themselves under the requirements of the school's program that is designed for the benefit of the entire student body. Students are expected to conduct their affairs so that they can participate fully in all planned school activities. They also pledge to uphold the Christian principles upon which the school is operated. It is their responsibility and their parent's responsibility to read and abide by the Student Handbook presented to them. When students take responsibility for their conduct, the entire school is better able to focus on what matters, experiencing a great, Christ-centered education.

*It may be necessary from time to time to implement new regulations during the school year. It should be noted that these new regulations, which are adopted by the faculty and the school board, will be publicly announced and will become just as binding as those listed in the handbook.*

### CODE OF CONDUCT

At no time will disrespectfulness from students be accepted by the faculty and staff. Such behavior may result in immediate suspension followed by a parental conference. The length of any suspension is determined by the severity of the offense and will be determined by the administration and/or the Discipline Committee which includes the Principal, Assistant Principal, Academic Counselor, and a local Pastor.

Attendance at Peterson-Warren Academy is a privilege and carries with it certain responsibilities. In maintaining a Christian school, there are practices and offenses that will not be tolerated. Students who do not conform to the standards of conduct established by the school will be liable to discipline or dismissal at the discretion of the School Board. The following are unacceptable behaviors (this list is not exclusive):

1. **Drinking, smoking, distributing or handling of any alcoholic beverages, narcotics, or other drugs.** Law Enforcement may be contacted and immediate suspension will occur until the School Board considers the case. Student may face expulsion, which will be determined by the School Board. If students have prescription drugs or have aspirin, etc., they must be turned in at the office where they will be dispensed when needed. If any students need any medicine from the office, parents will be notified before administered.

2. **Possession or usage of any weapons.** Law Enforcement may be contacted and immediate suspension until the School Board considers the case. Student may face expulsion, which will be determined by the School Board.
3. **Gambling, betting or any type of gambling device.** Suspension will be at the discretion of the administration and/or the Discipline Committee.
4. **Theft of Property.** All stolen articles must be replaced. Law Enforcement may be contacted and consequences will be determined by the administration and/or the Discipline Committee, according to the severity of the offense and any prior discipline actions.
5. **Vandalism, willful destruction of school property and/or personal or tampering with school equipment.** Any destruction of school property must be replaced or expense will be placed on the student's account. Student may face disciplinary action.
6. **Sexual Misconduct.** Indulging in lewd conduct or suggestions (verbal or nonverbal gestures), possession of or displaying obscene literature and/or pictures. Consequences will be left to the discretion of the administration and/or the Discipline Committee based upon the severity of the offense.
7. **All students who participate in behavior that results in marriage and/or pregnancy.** Immediate suspension until the School Board considers the case. Re-admission to PWA will be pending following the School Board's decision.
8. **Academic Dishonesty.** This includes cheating and plagiarism and will result in a failing grade on an assignment and/or class. For specific infractions please refer to the "Academic Dishonesty Policy" in this handbook.
9. **Meeting a person of the opposite sex without faculty/administrative supervision or permission.** Suspension at the discretion of the administration and/or the Discipline Committee.
10. **Using Profane or Offensive Language.** Cursing or racial slurs (spoken or written). Consequences will be determined by the administration.
11. **Bullying.** Participating in the degradation or harassment of any student is bullying. Any reports of bullying or the act itself will not be tolerated. Consequences will be at the discretion of the administration and/or Discipline Committee based upon the severity of offense.
12. **Fighting or instigating a fight.** Matters of self-defense will be taken into consideration at the discretion of the administration. Consequences, which

may include immediate suspension, will be determined by the administration and/or the Discipline Committee depending on the severity of the offense. Law Enforcement may be involved depending on the severity of the incident.

13. **Defiance, insubordination or disrespect towards school authority.** This includes teachers and staff members. Consequences may be determined by the teacher and/or administration.
14. **Violation of Technology Policy.** Loss of computer privileges and possible suspension as determined by the administration and/or Discipline Committee.
15. **Disruptive Behavior in Class.** Consequences may be determined by the teacher and/or administration based on the severity of the offense and number of occurrences.

Parents will be informed of any and all disciplinary action that may be assigned to their children. Parents may be asked to meet with the administration, the Discipline Committee, or teachers concerning their child's behavior. If necessary, a student may be suspended until the parent is available for the requested conference. Parents/Guardians who disagree with the disciplinary actions have up to three (3) business days to request a conference with the administration.

**The administration has the discretion to determine type and length of disciplinary action that does not require the intervention of the School Board.**

## DRESS CODE POLICY

A person's character may be judged by his/her style of dress. Peterson-Warren Academy has instituted a dress code policy for the school. The dress code upholds the Biblical injunction of modesty, as well as discourages and minimizes the financial burden of school clothing. The students are expected to adhere completely to the established dress code requirements. No alterations or substitutions to the school dress code are allowed. The dress code criteria is as follows:

- **Shirts and blouses** must be tucked in at all times.
- **Skirts** must be knee length or below.
- **Pants** must be worn with a belt at the waistline. They should not be form fitting (tight). They cannot sag below the waistline nor be oversized.
- **Jeans** are not acceptable for school, unless it is "Free Dress Day" and/or the class is participating in a field trip that requires students to wear jeans.

- **Clothes** must be clean and pressed at all times.
- **Shoes** must be worn at all times and they must be closed-toed. Shoes with heels over two-inches are not allowed at any time. Footies and/or slipper socks are not allowed.
- **All snow boots** must be changed into proper school shoes upon entrance into the school.

## **ACADEMIC INFORMATION**

Peterson-Warren Academy's academic program aids in the Christian development of the whole person. It is designed to give young people a mental, moral, physical and religious experience while here at the school. If a student has not been at PWA before, his/her cumulative records and transcript should be sent to the Academy before the opening of the school year. Students transferring from another institution will be accepted on probation until the official transcripts are received.

### **COUNSELING SERVICES**

PWA makes available to all students counseling and testing services. The school counselor is qualified to discuss test results, educational or career plans, and personal concerns with individual students and their parents. The Academic Counselor is responsible for coordinating both the testing and career development programs provided by PWA.

### **DUAL ENROLLMENT PROGRAM**

Peterson-Warren Academy offers opportunities for qualified students to begin college studies during their junior and senior year. To qualify, a student must have:

- Completed a minimum of 16.5 of the required 24 units for PWA graduation.
- Be enrolled with good and regular standing in class work leading to the college preparatory diploma.
- Have and maintain a GPA of 3.0.

The percentage of the student's combined academy load and college load may not exceed the normal full load as specified for that semester. The student and his/her parents are responsible for financial arrangements with the college.

### **STANDARDIZED TESTING**

- The Iowa Test of Basic Skills (ITBS) – Given at PWA
- The PSAT – Used to identify National Merit Scholars – Given at PWA

- ACT – Can be taken on the campus of PWA in the spring
- SAT – Taken elsewhere
- MME – Given on the campus of PWA

## **SCHOLASTIC REPORTS**

Grades and Progress Reports are released to parents and guardians according to the following schedule:

- **Progress Reports** – Available at the middle of each nine week period.
- **Report Cards** – Issued to parents/guardians at a scheduled Parent-Teacher Conference after the first and third marking periods.
- **Semester Report Cards** – If financially cleared, semester report cards will be mailed or can be picked up at the academy office for parents or guardians at the end of each semester.
- **Parent-Teacher Conferences** are encouraged and may be arranged to discuss individual pupil progress and needs by calling the office. You need not wait for Parent-Teacher Conference to address a concern.
- **Any and all grades are available on INOW.**

## **SUMMER SCHOOL**

Peterson-Warren Academy does NOT offer Summer School classes. However, any students, who fail required core curriculum courses, must attend summer school to remove these deficiencies before graduation. Summer School classes must be taken at a school in your area that provides summer school classes. Transportation to those campuses are on the responsibility of the parents/guardians. Other students who wish to enrich their prescribed curriculum with courses which conflict with the required courses or which are not scheduled at PWA, may be permitted to attend summer school.

**NOTE:** In either cases, the student must obtain permission in writing from the principal and academic counselor before enrolling in summer school if credit toward the fulfillment of curriculum requirements is desired.

## **CORRESPONDENCE COURSES**

Any academy level classes or correspondence courses taken prior to attending a senior academy must have proper documentation. Students desirous of enrolling these courses, must give written intention of their request to the

academic counselor. Students taking correspondence courses without prior approval from the academy may not receive credit for the courses taken.

### INTERIM REPORTS

As students begin to experience difficulty in achieving at least an average grade in a given subject, the instructor may issue an Interim Report. This report may be received by parents at any point throughout the semester. It then becomes the responsibility of the student to respond to the report if a better course grade is desired. This is a very important procedure used to appraise a student and his/her parents of academic difficulties.

### HOME SCHOOL CREDIT

Home school credits are often earned through an accredited correspondence school and as such may be accepted by Peterson-Warren Academy and applied to the student's transcript. When a home-schooling program is designed by a parent/teacher, whether materials used are from a home school support organization or developed by the parent/teacher, the Academic Counselor will only consider a request for credit that includes careful documentation of the learning experience. In order for a student to receive credit for courses completed through home-schooling, the student and the parents must offer supporting materials as evidence of the scope, sequence, and depth of the work completed. For example, traveling to Washington, D.C. or Gettysburg is a very nice way to supplement a course in American history; however, it is no substitute for actually studying the causes of the Civil War and their dreadful consequences by reading books and articles on the subject. A notarized copy of grades for classes completed must be submitted to the office. At the discretion of the academic advisor, the student may or may not be asked to take a standardized achievement test administered under the directions of the Academic Counselor.

## **THE GRADING SYSTEM**

The faculty will be using the following letter system of grading for classroom performance in grades 3 – 12:

A	(100 – 93%)	C+	(79 – 77%)
A-	(92 – 90%)	C	(76 – 73%)
B+	(89 – 87%)	C-	(72 – 70%)
B	(86 – 83%)	D	(69 – 65%)
B-	(82 – 80%)	F	(64 – 0%)

### Grading for Kindergarten – 2<sup>nd</sup> Grade

In compliance with the grading procedures for grades K-2 for the North American Division of Education, your child will now receive the following grades on the report card:

- I Achieves objectives and performs skills independently
- P Progressing toward achieving objectives and skills
- NT Needs more time to develop

In addition, the classroom work will be graded as follow:

- 3 (I) Achieves objectives and performs skills independently
- 2 (P) Progressing toward achieving objectives and skills
- 1 (NT) Needs more time to develop

### Academic Honesty Policy

Peterson-Warren Academy expects our students to maintain the highest degree of academic ethics. By writing your name on a paper and turning it in, you are implying that the work is your own.

Cheating involves, but is not limited to, the following:

1. Inappropriate talking during a quiz or test;
2. Looking on another student's paper during a quiz or test;
3. Copying a teacher's answer key or someone else's homework/paper to be graded;
4. Having someone else complete your assignment for you;
5. Asking or coercing someone to give quiz/test content or answers or accepting them if offered;
6. Giving someone answers by any means, including the use of electronic devices;
7. Intentionally misgrading work (The student who misgrades the work receives a zero, but the original student receives the grade he or she earns.);
8. Submitting the same paper/project to different teachers unless allowed by those teachers; and
9. Using hand signals of any kind to convey answers during a quiz/test.

**Plagiarism**, another form of cheating, involves turning in part or all of another person's work as your own.



It is plagiarism if you

write out\*

rephrase  
summarize  
cut and paste

a/an

essay  
paragraph  
idea  
phrase

by anyone, including

an author  
a critic  
a student  
a parent

the Internet  
someone on TV  
another teacher  
summary/commentary

(*Cliff Notes*,

*Spark Notes*, etc.)

and turn it in as

a test  
an essay  
a journal

homework  
any other assignment

without appropriate quotation marks and source credit.

\* Students must use quotation marks to indicate words extracted from another source. Common knowledge, phrases, or clichés are an exception, and credit need not be given.

### **Academic and Citizenship Consequences of Cheating:**

#### **First Offense**

Student receives a zero on that assignment; citizenship grade will be lowered by 12 points.

#### **Second Offense**

Student receives a zero on that assignment; citizenship grade will be lowered an additional 12 points.

#### **Third Offense**

Student receives a zero on that assignment; citizenship grade of F. The student may be subject to an Enrollment Hearing with school administration.

\* Citizenship grade is factored into a student's GPA.

**Teacher must notify parents whenever a student is involved in academic fraud.**

**INCOMPLETES**

Peterson-Warren does not issue a grade of "I" (incomplete). If unforeseen circumstances prevent a student from earning a final grade in a course, the grade earned will be recorded. However, under such conditions, the teacher through negotiations with the student, may grant the student an opportunity to complete the course work necessary to qualify for an appropriate grade change. This work must be completed by a deadline established by the teacher and filed with the Academic Counselor.

### GRADE POINT AVERAGE

The grade point average (GPA) is an accumulated average of the student's grades based on all A, B, C, pluses/minues, D and F grades recorded on a student's transcript. Both current GPA and cumulative GPA are calculated. The current GPA represents the accumulated average of letter grades earned for a given quarter and the cumulative GPA represents the average of all grades earned for the students entire secondary experience to date.

A student's grade point average is calculated by dividing the sum of all quality points for grades earned by total credits earned for the period. Quality points are based on the following scale: A = 4.0; A- = 3.67; B+ = 3.33; B = 3.0; B- = 2.67; C+ = 2.33; C = 2.0; C- = 1.67; D = 1.0; F = 0.0

### PRINCIPAL'S LIST

A student is a recipient of the Principal's List if his/her GPA is 3.75 and above for each quarter's grades.

### HONOR ROLL

A student is a recipient of honor roll status if his/her GPA is 3.0 and above for each quarter's grades.

## HIGH SCHOOL CURRICULUM

This program of study is designed for the college-bound student as well as for those who are entering non-college bound careers. The majority of the courses will include core curriculum courses. Electives will be carefully determined in an effort to enhance the interests, goals, and objectives towards student's educational choices.

### CURRICULUM – GRADE 9 UNITS

Bible I	1
English I	1
World Geography	1

Biology	1
Algebra I	1
Physical Education	1
Spanish I	1
Band	1/8
Choir	1/8
Art	1/4
Community Service	20 Hours

### CURRICULUM – GRADE 10 UNITS

Bible II	1
English II	1
World History	1
Chemistry	1
Geometry	1
Spanish II	1
Physical Education	1
Band	1/8
Choir	1/8
Community Service	20 Hours

### CURRICULUM – GRADE 11 UNITS

Bible III	1
English III	1
U.S. History	1
Anatomy & Physiology	1
Algebra II	1
Spanish I	1
ACT/SAT Prep	1/2
Research Writing	1/4
Band	1/8
Choir	1/8
Community Service	20 Hours

### CURRICULUM – GRADE 12 UNITS

Bible IV	1
English IV	1
Government	1
Physics	1
Pre-Calculus	1
Spanish II	1
ACT/SAT Prep	1/2

Band	1/8
Choir	1/8
Community Service	20 Hours

## GRADUATION REQUIREMENTS

### COMMUNITY SERVICE HOURS

In keeping with the mission of the academy, students, in grades 7 – 12, are required to perform 20 hours of community service per year, to complete graduation requirements. The community service hours may be through the church, homeless shelters, hospitals, etc. The Principal will aid in the planning of these hours.

### CLASS UNITS

The general requirement for graduation is 24 units along with 80 hours of community service. The units must include the following:

Bible	4 Units
English	4 Units
Social Science	4 Units
Science	3 Units
Math	3 Units
Foreign Language	2 Units
P.E.	2 Units
Health	1 Unit
Electives	2 Units
 Total	 24 Units

Six and one half units, including physical education shall be considered a normal class load for students in grades 9 – 12 for two semesters. Proper registration and drop procedures must be followed as outlined by the Academic Counselor to receive proper credit.

## TYPES OF DIPLOMAS

Peterson-Warren Academy offers two types of diplomas: Basic Diploma and a College Preparatory Diploma.

**The College Preparatory Diploma** is granted to PWA graduates who have earned credit in the required curriculum areas as listed in this handbook and earned the minimum 24 units, with a minimum of 2.0 GPA. A college preparatory student should consider four (4) years of Bible, four (4) years of English, four (4) years of Social Sciences, three (3) years of Math, three (3) years of Science, and two (2) years of Foreign Language.

**The Basic Diploma** is awarded to students who have successfully completed some or all of their course work through adjusted objectives to facilitate their unique learning styles. This document is considered a terminal diploma recognizing the student's four years worth of study efforts and meeting the objectives as adjusted and prescribed.

## **STUDENT ASSOCIATION**

### **Student Association Officers**

Peterson-Warren Academy's Student Association (SA) is made up of student elected officers and officers in training. The goal of the Student Association is to work for the betterment of the entire student body which includes the elementary, junior high, and high school.

Only students in grades seven through twelve will be allowed to cast votes for Student Association officers and officers in training. **Faculty and staff cannot participate by voting or campaigning for any student.**

**All meetings must be conducted with the student association sponsor and/or academy principal present.**

Officers in training will be elected by the student body during their junior year. If they uphold all requirements, they will assume the office they have trained for during their senior year.

### **General Requirements for Student Association Officers and Officers in Training:**

1. All candidates must have characters above reproach. This includes no suspensions or other behavioral issues.
2. To run for a major office, a student must have attended Peterson-Warren for at least the entire previous year.
3. Candidates for officers and officers in training must first obtain the approval of both the academic counselor and the academy principal. Once acquired, they must obtain the signatures of three faculty members.
4. Once in office, it is essential that all officers attend Peterson all day.

5. To remain in office once elected, a student must maintain the required GPA required for their position with no failing grade in any subject.
  - a. If GPA declines, the student will be properly notified and will be placed on a five week probation. If at the end of the probationary period the student has made progress in raising the fallen GPA, then he/she will remain in office. If progress has not been made, then the student must relinquish his/her office, and a replacement will be chosen by the student body.

**Academic Requirement for Student Association President and Vice-President:**

Students running for Student Association President and Vice- President must have and maintain a minimum grade point average of 3.0 in addition to all other general requirements.

**Academic Requirement for Student Association Chaplain, Secretary/Treasurer, and Officers in Training:**

Students running for Student Association Chaplain, Secretary/Treasurer, and Officers in Training must have and maintain a minimum grade point average of 2.8 in addition to all other general requirements.

## **STUDENT ORGANIZATIONS**

### **NATIONAL HONOR SOCIETY**

The National Honor Society was formed to give the students an incentive to excel in their classes on an academic level. In order to be inducted into the Honor Society, students may have a GPA of 3.3 or more and be recommended by the faculty based on citizenship, academics, character and positive deportment. Inductions are held in the 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grades. **To continue in the Honor Society, a student must maintain this average (or better), have no failing grade in any subjects, and must not have excessive (more than 2) disciplinary write ups. A letter of warning will be issued for those who risk being removed from the Honor Society.**

### **NATIONAL JUNIOR HONOR SOCIETY**

The National Junior Honor Society was formed to give the students an incentive to excel in their classes on an academic level. In order to be inducted into the Junior Honor Society, students must have maintained honor roll status for at least marking periods or more and be recommended by the faculty based on citizenship, academics, character and positive deportment. Inductions are held in the 7<sup>th</sup> & 8<sup>th</sup> grade. If any of the qualifying criteria such as character are violated, a student will be removed from the honor society. **To continue in the honor society, a student must maintain this average (or better), have no**

**failing grade in any subjects and must not have excessive (more than 2) disciplinary write ups. A letter of warning will be issued for those who risk being remove from the Junior Honor Society. A student in the National Junior Honor Society will NOT automatically be inducted in the National Honor Society. They will be re-evaluated for the National Honor Society.**

### **DRAMA PERFORMANCE**

The drama performance will be done in the spring of each year. Students wishing to be a part of the performance must adhere to the following:

- Maintain a "C" or better average in each class
- Citizenship **MUST** be above reproach
- Must carry themselves as examples for others
- Must be in attendance at least four (4) out of seven (7) classes on the day of the performance.

### **ATHLETICS**

Peterson-Warren Academy is a proud member of the Michigan High School Athletic Association (MHSAA). PWA offers several athletic teams for students in grades 7 – 12 to participate. The school offers Cross Country, Boys Basketball, Cheerleading and Boys and Girls Track and Field. Students who wish to participate **MUST** have an updated Medical Physical Examination on file with the school. You can obtain a Physical Form from the Athletic Director and/or the Principal. Each sport will have specific criteria to be met set by the coaches: Students who choose to participate must adhere to the following:

- Maintain a "C" or better average in every subject
- Citizenship must be above reproach
- Must carry themselves as examples for others
- Must be in attendance at least four (4) of out of seven (7) classes on the day of each contest.

### **CONCERT CHOIR**

Students who are in choir must adhere to all attendance and performance criteria set by the music director. Choir is considered a class and does carry a grade component that includes a classroom grade and performance grade. Classroom grade is made up of 65% of the marking period grade and the performances are worth 35% of the marking period grade. Attendance and classroom behavior are also factored into the classroom grade. Performance attire is factored into the performance grade. Ladies will wear white long sleeve blouses, long black skirts

and black dress shoes (no heels over 2 inches). Gentlemen will wear white long sleeve shirts, long black ties (no bowties), black pants and black dress shoes.

### **CONCERT BAND**

The concert band is open to all students attending PWA once they have performed to the satisfaction of the band instructor. Band is also considered a class and the criteria for this class are the same as choir. Please see "Concert Choir" for all the specifics.

## **GENERAL INFORMATION**

### **RELIGIOUS SERVICES**

As a church-related school, PWA emphasizes personal religion and makes provision for its students to participate in activities which nurture spiritual growth. Students are required to attend the regularly scheduled morning devotions, chapels, and assemblies and are to consider these appointments as an integral part of their education.

### **TECHNOLOGY POLICY**

**The school is not responsible for stolen, lost or damaged electronic objects brought to the campus.**

#### **Electronic Devices**

Students are permitted to use cell phones and/or tablets such as iPads, Androids, Kindles, Kindle Fires and the like, for academic purposes and instruction. Use of such devices will require students to adhere to the technology policy in this handbook. The use of cell phones to send and receive phone calls, send and receive text messages is prohibited unless given permission by a teacher and/or the administration.

#### **General Guidelines**

The following information is provided so that students, parents and staff are aware of responsibilities involved in the efficient, ethical and legal use of technology resources. Each student will be required to adhere to all school policies and to Internet Safety and Acceptable Use Guidelines in order to be granted access to the school's technology resources. Access to the school's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and compliance with such regulations and guidelines. Access to the school's electronic communications systems, including the Internet, shall be made available to students for instructional and administrative purposes and in



accordance with administrative regulations. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with school policies. Electronic mail transmissions and other use of the electronic communications system by students are not private and may be monitored at any time by designated District staff to ensure appropriate use.

### **Consent Requirements**

Copyrighted software or data may not be placed on any system connected to PWA's system without permission from the holder of the copyright. Only the copyright owner, or an individual the owner specifically authorizes, may upload copyrighted material to the system. No original work created by any student will be posted on a Web page under the school's control unless the school has received written consent from the student (and the student's parent if the student is a minor) who created the work. No personally identifiable information about a student will be posted on a Web page under the school's control unless the school has received written consent from the student's parent. An exception may be made for "directory information" as allowed by the Family Educational Rights and Privacy Act and school policy.

### **Filtering**

All Internet access will be filtered for minors and adults on computers with Internet access provided by the school. The categories of material considered inappropriate and to which access will be blocked will include, but not be limited to: nudity/pornography; images or descriptions of sexual acts; promotion of violence, illegal use of weapons, drug use, discrimination, or participation in hate groups; instructions for performing criminal acts (e.g., bomb making); and online gambling.

### **System Access**

Access to the school's electronic communications system will be governed as follows:

1. Students in all grades will be granted access to the school's system as appropriate. Students may be assigned individual accounts.
2. Any system user identified as a security risk or as having violated school computer use guidelines may be denied access to the school's system.
3. All users will be required to sign a user agreement annually.

### **Individual User Responsibility**

The following standards will apply to all users of the school's electronic information/ communications systems:

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by school policy or guidelines.

3. System users may not disable, or attempt to disable, a filtering device on the school's electronic communications system.
4. Communications may not be encrypted so as to avoid security review by system administrators.
5. System users may not use another person's system account without written permission from the school administrator as appropriate.
6. Students may not distribute personal information about themselves or others by means of the electronic communications system unless instructed to do so by an administrator, counselor, librarian or teacher for instructional purposes. This includes, but is not limited to, personal addresses and telephone numbers.
7. Students should never make appointments to meet people whom they meet online and should report to a teacher or administrator if they receive any request for such a meeting.
8. Users may not use the network for financial or commercial gain, advertising or political lobbying.
9. System users must purge electronic mail in accordance with established retention guidelines.
10. System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, school policy, and administrative regulations.
11. System users should avoid actions that are likely to increase the risk of introducing viruses to the system, such as opening email messages from unknown senders and loading data from unprotected computers.
12. System users may not send or post messages that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
13. System users may not purposefully access materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
14. System users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent the school, whether or not that was the user's intention.
15. System users may not waste school resources related to the electronic communications system.
16. System users may not gain unauthorized access to resources or information.
17. Students who identify or know about a security problem are expected to convey the details to a teacher without revealing the information to other students.

### **Vandalism**

Any malicious attempt to harm or destroy school equipment or data or the data of another user of the school's system or of any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of school policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses. Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences.

#### **Forgery Prohibited**

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users, deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited.

#### **Information Content/Third Party Supplied Information**

System users and parents of students with access to the school's system should be aware that, despite the school's use of technology protection measures as required by law, use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material. A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher. A student knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the school's system and will be subject to disciplinary action in accordance with school policy.

#### **Network Etiquette**

System users are expected to observe the following network etiquette:

1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
2. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
3. Pretending to be someone else when sending/receiving messages is prohibited.
4. Transmitting obscene messages or pictures is prohibited.
5. Be considerate when sending attachments with e-mail by considering whether a file may be too large to be accommodated by the recipient's system or may be in a format unreadable by the recipient.
6. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

#### **Termination of Account**

Termination of a student's access for violation of school policies or regulations will be effective on the date the principal receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

### **Disclaimer**

The school's system is provided on an "as is, as available" basis. The school does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The school does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the school. The school will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the school's electronic communications system.

## **TELEPHONE USE**

The telephones of the school are for business use only. Students will not be called out of classes for telephone calls except in the event of an emergency. **Please do not call or text students during school hours on their cell phones.**

## **VISITORS**

Guests must report to the office in order to obtain a visitor's pass. Parents are welcomed at any time at PWA; however, appointments will be necessary to speak with teachers during school hours. This ensures that students are properly supervised and lessons are not interrupted during class periods.

## **AUTOMOBILES**

Students who drive to school must follow the rules and regulations listed below:

- Vehicles are not to be used during school hours without permission:
- Students may not borrow another student's vehicle.
- Students are not allowed to ride with student drivers without written parental permission from both the driver and rider's parents and permission from administration.

**Note that the school does not assume responsibility for damages of student vehicles while on its property.**

## **SEARCH AND SEIZURE (LOCKERS AND PERSONAL PROPERTY)**

Lockers, although loaned to the student for convenience, are the property of the school. General housekeeping inspection, with or without notice, may be conducted by authorized individuals. Prohibited items found therein can be confiscated and subject to consideration in any disciplinary matters. The administration may search or authorize a search of the property of any student, including vehicles, but only based upon facts supporting reasonable cause to believe the student is concealing prohibited material. When a specific search is conducted, except pursuant to life, health and property, the student shall be invited to be present during the search, which shall be witnessed by another administrator.

**The school is not responsible for items taken from lockers.** Students are advised not to leave their lockers unlocked or share combinations.

## **REGARD FOR OTHER'S SAFETY**

A student is to respect the safety of others at all times. Examples of acts that would lead to suspension are:

- Tampering with fire extinguishers
- Initiating a false fire alarm
- Setting off fireworks or other endangering activities

## **JEWELRY**

Chains, bracelets, necklaces, rings, earrings, ear or nose studs, fingernail studs, belly rings, etc. are not to be worn. If a student is caught wearing jewelry, it will be confiscated and brought to the office. Also, students who are participating in school programs and/or school activities cannot wear jewelry before, during, or after the program or activity. Watches and medical bracelets are acceptable.

## **TATOOS**

Tatoos, temporary tatoos and body piercings are not in accordance with the mission/philosophy of Peterson-Warren Academy and thus are not permitted. Also, students are not permitted to draw pictures on themselves and/or other people. Acceptance of students with tattoos will be left up to the discretion of the administration. Violations will be reported to the administration.

## MAKE-UP AND FINGERNAIL POLISH

Only clear fingernail polish and light makeup can be worn during the school day and during school programs/activities.

## HAIR

Only conventional haircuts are allowed. Therefore, having hair of outlandish nature such as but not limited to; braids (boys), within reason, cutting of rows, lines, designs, names in the hair is not consistent with school policy. Hair is to be neatly combed or brushed before, during, and after school as well as during programs and activities sponsored by the school. Hair must be trimmed and groomed. Unnatural hair color that becomes a distraction is prohibited. Students who violate this policy will be asked to stay home until the situation is corrected.

## FREE DRESS

On certain days of the year, students may wear clothes that are not in dress code such as jeans, shorts, t-shirts, hoodies and sweatshirts. Pants must be loose fitting and shorts must be knee length and not sagging. T-shirts must have sleeves, come below the waist and must not be low cut. Students may not wear pajamas, slippers, athletic sandals or flip-flops.

## FIELD TRIPS

The school recognizes that carefully planned and conducted field trips may provide valuable learning experiences for students. Appropriate conduct and attire is particularly stressed. A permission slip from the parent must be completed and signed by the parent or guardian before the student may be allowed to participate. Phone calls are not acceptable.

## LOST AND FOUND

The lost and found is located in the office. Students losing or finding property should report it to the teacher and/or main office. Any items left in "Lost and Found" over three (3) weeks will be donated to community organizations and/or discarded.

## LUNCHES

In harmony with biblical standards found in Leviticus 11, and with regulations covering the entire system of Seventh-day Adventist education, students who bring lunches are asked to refrain from bringing flesh foods on campus that do not adhere to the standards of the Bible and the Seventh-day Adventist church.

Foods such as pork, shellfish and/or other meats that are not acceptable in the Bible are not permissible to bring on campus.

## **MEDICATION**

All students who take medication at school must have written permission on file stating type, dosage, and duration of treatment. Students are not to bring non-prescription drugs to school without appropriate instructions and authorization from a physician or parent. Prescription and nonprescription drugs will be administered only upon receiving instructions and authorization by a parent or doctor. Prescription drugs should be left in the office at the beginning of the school day and taken home after school.

## **BUS TRANSPORTATION**

Students who are transported to the school via bus vehicles are subject to all rules and regulations as outlined in this handbook. Therefore, to preserve the transportation agreement, if a student is misbehaving or not adhering to the safety regulations of the bus, it may be necessary to suspend student off the bus for a number of days. Bus fees must be paid on time and if a student is delinquent in paying, they will not be permitted to ride the bus until their account is current.

## **SCHOOL CLOSINGS**

The following plan will be implemented in case of school closings due to adverse weather, fire, tornadoes or any other emergency that might occur during the school year.

## **ADVERSE WEATHER**

When school has to be closed due to bad weather, it will be broadcasted on the following major television and radio stations: Channels 2, 4, 7, 62, CW50, WWJ 950 News Radio, WJR AM 760. When either the Detroit Public Schools, Dearborn Heights Public Schools, Taylor Public Schools and/or Westland Public Schools close, PWA will follow suit.

## **FIRE**

Fire drills are conducted monthly for safety education. When the alarm sounds, each student will follow the direction of the teacher and administration and leave the building in an orderly manner through the nearest exit and will remain at least fifty feet from the building until the all-clear has been given. Serious action will be taken against those who do not adhere to the evacuation procedure.

## TORNADOES

In case of a tornado, students and faculty members will take proper precautions as outlined by the Michigan Education Department. In the event that the building is no longer safe for students to remain inside, the students will be transported to the Sharon Inkster Seventh-day Adventist Church, 28537 Cherry St., Inkster, Michigan, 48141, (313-722-2313)

## CAMPUS CRISIS PLAN

In order to better prepare ourselves for any emergency, we are supplementing our Fire and Severe Weather drills with a campus Crisis Plan. This plan would be activated ONLY in the case of an extreme emergency that would threaten the lives of students and/or adults in this building. (Examples: Attempted hostage-taking, person in the building with a weapon, or some other seriously dangerous situation.) Each year the school will conduct two Campus Crisis Drills, one in the first semester, and one in the second semester to familiarize everyone with the procedures. Students will follow the direction of the teachers and administration.



## Acknowledgement of Official Student Handbook

As a Parent/Guardian of a student enrolled at PWA, I acknowledge that I have read the Student Handbook, and that I am aware of the Mission Statement of the school, course requirements and policies as stated therein. I also acknowledge it is my responsibility to make sure my child(ren) and I adhere to policies as stated in the handbook.

The Student Handbook was reviewed with the students during Assembly on Friday, January 30, 2015.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

