GRIGGS
INTERNATIONAL ACADEMY
Owned and Operated by Andrews University

Kindergarten–High School
Course Catalog/Handbook

2023–2024

INSPIRE.
TRANSFORM.
SERVE.

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Accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, General Conference of Seventh-day Adventists
12501 Old Columbia Pike
Silver Spring MD 20904-6601
Phone: 301-680-6000
Web: adventistaccreditingassociation.org

National Council for Private School Accreditation (NCPSA)
PO Box 13686
Seattle WA 98198-1010
Email: offices@ncpsa.org
Web: NCPSA.org

Approved as a non-public school by the Maryland State Board of Education for Kindergarten, Elementary and High School

Accredited by Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools
3624 Market Street
Philadelphia PA 19104-2680
Phone: 215-662-5600 • **Web:** middlestates.org

Member of Adventist Colleges Abroad
Web: www.acastudyabroad.com

Aurora Institute
1934 Old Gallows Rd, Suite 350
Vienna VA 22182-4040
Phone: 888-956-2265
Web: inacol.org

University of California, A–G Course approval.
See Course Descriptions for a list.

CollegeBoard School Code: 210 948

This catalog is an official publication of Griggs International Academy. The contents of this catalog, including academic policies, financial policies, tuition charges and fees, are subject to change through normal administrative channels. Any such revision will apply to current and new students alike.

GRIGGS HEADQUARTERS

Mailing Address
8903 US Hwy 31, Berrien Springs MI 49104-1950, USA
(Maryland office) 12501 Old Columbia Pike, Silver Spring MD 20904

General Inquiries
Phone: 269-471-6529
Email: griggs@andrews.edu
Web: griggs.edu

High School Academic Advisor
Phone: 301-680-6585
Email: griggsadvisor@andrews.edu

K–8 Academic Advisor
Phone: 269-471-6549
Email: griggsk-8@andrews.edu

Records Office
Registrar, Transcripts and Grades
Phone: 269-471-6559
Email: registrargia@andrews.edu

Kindergarten–Grade 8 Records
Phone: 269-471-6549
Email: griggsk-8@andrews.edu

Enrollment Services
Phone: 269-471-6529
Email: enrollgia@andrews.edu
Fax: 269-471-2804
Forms: griggs.edu/student-services/forms

Student Services
Phone: 269-471-6497
Email: griggsk12services@andrews.edu

Student Finance
Phone: 269-471-3754
Schedule an appointment

Online Payment
vault.andrews.edu/griggs-payment

Office Hours
Monday–Thursday: 9 a.m.–5 p.m. (U.S. Eastern Time)
Friday: 9 a.m.–12 p.m. (U.S. Eastern Time)

For GIA office closures see School Calendar (page 13) or visit griggs.edu.

If you plan to enroll in person, please arrive at least two hours prior to closing time. Please call 269-471-6529 to schedule an appointment.

Mission and Vision Statement

Mission Statement: Griggs International Academy seeks to INSPIRE learning, TRANSFORM lives and SERVE the world through Seventh-day Adventist Christian education.

Vision Statement: Griggs International Academy serves students globally, providing accredited distance education infused with faith-based instruction.

Alayne Thorpe, PhD
Dean, GIA President

La Ronda Curtis Forsey, MS
Associate Dean, GIA Principal

Spiritual Master Plan Statement: Griggs International Academy is "in the business" of pointing students to Jesus through innovative education. We value building relationships with students that lead them to a desire for discipleship. Approaching students with the attitude of redemption in instruction, mentorship and discipline is key to fulfilling our purpose.

We partner with parents, teachers and schools in the process of nurturing and coaching students toward a lifetime of academic learning and Christian living. Griggs is constantly in a growth pattern—making changes that will enhance the program and serve our students more effectively. A variety of programs enables us to serve student needs.

Thank you for choosing Griggs International Academy.

GRIGGS
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At GIA, your child's K–12 education is our first priority. We understand that each child is a unique and special gift from God, and we have devised a number of options so you can use our services to create an accredited program that meets your child's individual needs. You may enroll in a single course up to a full program and begin at any time of the year with our open enrollment. Feel free to contact us for an orientation to discuss the options.

Hybrid* Instruction (K–5 only)
Hybrid courses utilize digital resources and down loadable PDF instructional guides that include assignments that are printed and submitted by scanning and using dropboxes. GIA does not accept submission by mail or email. All work must be submitted using the dropboxes.

Online Instruction (Grades 6–12)
Griggs offers online courses for Grades 6–12. Online courses provide students with an opportunity to get quick feedback on lessons, make use of internet resources to broaden the educational experience and communicate with teachers via email, video-conferencing and messaging. Many courses include discussion-based assessments (DBAs) using video-conferencing. Classes are vibrant and interactive to captivate and keep the student's attention while enhancing learning.

Web Support
All GIA courses, whether online or hybrid,* have online student support services available through the GIA website to all enrolled students. When students register, they are given a user account and access to Griggs Online where they can view their lessons, complete daily assignments, communicate with their teacher through email and messaging, view their grades, request exams, and receive announcements.

Teachers will assist students using videoconferencing for discussions and help. Go to Zoom.us to get the free download.

K–12 Services
Parents and certified teachers of GIA serve as partners in the education of the student. This plan offers the following services:

- Teaching (answering questions, helping solve problems, videoconference discussions)
- Advising, grading and record keeping
- 24/7 online math tutoring (Grades 6–12)
- Grade 8 and high school diplomas
- Report cards and transcripts
- Verification of enrollment upon request
- Monthly tuition payment plans
- Students may enroll for an entire grade or for individual subjects
- Weekly progress reports sent to the parent/guardian

**Hybrid courses combine online educational and interactive materials with traditional print-based instructional guides.*

SEVENTH-DAY ADVENTISTS BELIEVE

- There is only one God—Father, Son and Holy Spirit—an eternal unity of the three Persons.
- Christ is the Eternal Son of God, through whom all things were created and the character of God is revealed. Christ offered Himself as a living sacrifice, died as our substitute on the cross, was resurrected and ascended to heaven where He is interceding for us. He will come a second time for His people.
- The Holy Spirit, in harmony with scripture, leads to all truth.
- The Bible, as the divinely inspired Word of God, reveals God's will, sets standards for character, acts as the test of experience, reveals true doctrine, and records God's acts in history.
- God provided Christ as the only means of salvation by grace to those who, by faith, accept Him as their personal Savior.
- The law of God is an expression of His love and will. We are justified by faith, but obedience to the law demonstrates our love for the Lord and concern for our fellow human beings.
- The wages of sin is death, but eternal life is a gift of God.
- The second coming of Christ will be literal, personal and worldwide. At the second coming the righteous will be resurrected and together with the living righteous will be caught up to meet the Lord in the air. Until the resurrection, the dead are in a state of total unconsciousness. The wicked will be destroyed and sin will arise no more.
- The church is the Body of Christ on earth since the resurrection. It is made up of those in whose hearts the living Christ, through the Holy Spirit, dwells, and who are committed to continuing His work on earth and exhibiting His life in their conduct.
- The Sabbath of the fourth commandment is a memorial of creation and a symbol of redemption in Christ. Its observance on the seventh day is a sign of our sanctification, a token of our allegiance to Christ, and a foretaste of our eternal future in God's kingdom.

Learn more: *adventist.org/beliefs/fundamental-beliefs*

PHILOSOPHY

To accomplish our mission, Griggs International Academy is committed to these **core values**:

Excellence
We view each student as a special creation, endowed by God with individual talents and abilities that we encourage them to develop by providing a quality, academically rigorous Seventh-day Adventist Christian education at all levels.

Respect
We believe that it is our responsibility to uplift one another by demonstrating respect and consideration for all parents, students and faculty through learning that is student centered and redemptive while providing customer service that is friendly, helpful and efficient.

Integrity
We recognize that mutual trust rests upon a foundation of honesty and transparency. We are honest and straightforward in our dealings, both business and academic, and expect no less from our parents, students, faculty and administrators.

Community
We believe that a safe learning environment and an accepting community are important to effective learning, especially in distance education. We strive to create a learning community where all participants (parents, students, faculty and administrators) feel valued and understand that they are part of a team by providing opportunities for constructive interaction and sharing of experiences.

INSPIRE.
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ADMISSIONS

Griggs International Academy provides a flexible and individualized education that prepares students for academic success with the use of technology for online learning (Grades 6–12) and digitally delivered curriculum (K–5). Our academic platform allows a flexible and individualized learning environment that is available year-round with open enrollment.

Nondiscrimination Policy Statement
Griggs International Academy 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 and extracurricular programs.

Submission of the application and enrollment forms gives consent to Griggs International Academy to:

- Process the personal information that is entered on the application and enrollment forms. It is understood that this data is collected for enrollment and academic purposes and will be stored no longer than necessary for legitimate business and academic purposes.
- Contact you by telephone, email or other means with information relevant to the enrollment and/or academic process.

Parents are responsible for being informed and for submitting necessary documentation to their state/county of residence.

Admission Policies

- For Grades K–12 a copy of the student's birth certificate is required at the time of enrollment.
- Kindergarten students must be at least 5 years of age at the time of enrollment.
- Parents are responsible for being informed of local laws where they reside.
- Grade 1 students must be 6 years of age at the time of enrollment.
- Students who enroll in four or more courses in Grades 2–12 must submit with their enrollment a current report card/transcript that indicates grade placement (Grades 2–8) or courses taken (Grades 9–12).
- Attendance records for students will be reviewed and taken into consideration at the time of enrollment.
- If a report card or transcript is not available, one or more of the following will be required:
  - » A letter indicating grade placement from an approved school on school letterhead and signed by the student's teacher/principal or registrar.
  - » Scores from standardized tests taken within the last 12 months and administered appropriately under third-party supervision.
  - » Portfolio detailing homeschooling experience. Review fees may apply.
  - » If these items are not available, students entering Grades 4–9 may be required to take a placement test for which there is a fee.

Griggs reserves the right to deny an enrollment when it is not in the best interest of the student. Your enrollment is subject to approval, as admission to Griggs is not guaranteed. Denial could be based but not limited to past or present academic performance, incomplete information provided at time of enrollment, and/or unwillingness to cooperate with our administration and policies.

For more information on how to create the portfolio or to request the standardized test, please contact the elementary or high school advisor.

Age-Out Policy
One of the advantages that online/hybrid education provides is that families can determine appropriate pacing of their child through the academic grade levels. It is in the best interest of most students, however, to be presented with curriculum that is developmentally appropriate for their age level. Applying students whose ages fall outside of the normal age range will be tested to determine the appropriate grade placement. Students who are 20+ will be placed in an adult learner classroom.

ATTENDANCE POLICY

Regular attendance is a key to success for all students, and vital for distance learning environments. All semester courses are organized on a schedule of 90 teaching days and are structured according to a traditional, North American school year. Students may adjust their schedule to suit circumstances such as illness, travel, mastery of material, learning style or need for remediation.

Attendance records for grades K–8 are mandatory for accreditation purposes. Receipt of attendance is required for grade report processing. See form in the elementary handbook section.

COURSE COMPLETION POLICY

All students must be enrolled for at least six (6) weeks and complete their coursework within 12 months from the date of enrollment in order to move to the next grade level (K–8) or to receive credit (9–12). Students attending an APLE school should refer to that program's guidelines. Students in high school Credit Recovery courses will have 16 weeks to complete the coursework.

Griggs understands that there are certain circumstances in which students (not enrolled in Credit Recovery courses) are not able to complete their coursework within the one-year timeframe. In order to avoid penalties, a student must request an extension in writing to the registrar (griggsadvisor@andrews.edu or griggsk-8@andrews.edu). Each request will be considered on an individual basis by the K–12 Curriculum and Standards Committee. An extension fee may be incurred (see miscellaneous fee table). Students who have not made deadline extension arrangements will lose access to their coursework six (6) weeks after the deadline date. At this point it will be determined if the student should complete the course or cancel and re-enroll, and may be subject to deadline extension fees and/or cancellation fees.

If a course is not completed and an extension is not requested, the course will be finalized with a letter grade of W (withdrawn) after 18 months from date of enrollment.

MATERIALS AND SERVICES

Instructional guides (hybrid courses only)
The elementary instructional guide acts as a manual to parents, providing directions for the use of the assigned textbooks and additional instruction. It furnishes daily lesson plans, suggests teaching methods and activities, provides answer keys for daily assignments, and offers other information needed to guide students through their courses.

GIA recognizes that parents and students may have questions or problems that might not be answered by the instructional guide or the textbook. We encourage students or parents to contact the assigned course teacher via Griggs Online.

Students and their parents are encouraged to create and maintain a regular study schedule. Interaction between GIA faculty and students is key for both hybrid and online course delivery modes.

GRIGGS ONLINE BOOKSTORE

Full descriptions of required and optional course material for each GIA course are available through our course booklet at griggs.edu/enrollment/order-your-books at griggs.edu.

SPECIAL NEEDS AND ACCOMMODATIONS (504 OR IEP)

We are committed to providing great learning experiences for our students. Since the delivery of our courses is asynchronous with set course content and Griggs is a Distance Education school, we have limitations in providing some types of accommodations. Parents must submit documentation of IEP or 504 at the time of enrollment. Parents will be given an agreement form to read and submit with enrollment. Even with our limitations, Griggs will be able to offer extra time and some simple accommodations as needed. View Parent Release Form.

REQUIREMENTS FOR ONLINE COURSES

Students need access to a computer with:

- High-speed uninterrupted internet access (15Mbps+ recommended)
- Hardware: 4GB+ RAM, 1920x1080+ screen resolution, speakers, webcam, and microphone. Scanner is strongly suggested for K–8 students
- Operating System: PC Windows 10 and newer, Mac OSX 11 and newer.
- Tablet and mobile devices are supported but some functionality is limited. This should not be your primary way of accessing the course. No proctored tests should be taken on a tablet or mobile device.
- Use of Chromebooks is not supported due to operating system compatibility issues with Griggs online.

PROCTOR AND TESTING POLICY

Grades K–8

Tests may come at the end of chapters, units or a specified number of assignments. A parent or responsible adult should proctor the tests. Teachers will grade tests and return them with comments for encouragement or improvement.

High School

Academic integrity and standards are an important part of education, so we strictly enforce the policies for taking an exam. In order to maintain the integrity of the examination process and adhere to accreditation standards, an exam supervisor must be selected to proctor exams at the time of enrollment. Failure to follow proctor selection may result in failure of exam or course. A proctor must be:

- A verifiable and approved teacher or school administrator, testing center staff, guidance counselor, librarian or pastor not related to, or in residence with, the student.
  OR
- GIA Testing

If the approved proctor is not available, students can use the GIA online test proctoring service.

High School testing policies:

- Students attending a school must use a local school administrator.
- A completed Proctor Information Form must be submitted at the time of enrollment.
- Proctor must be verified and approved by GIA Testing department.
- Examination date, time and place arrangements are made between student and proctor.
- GIA sends password information to the proctor. The proctor should NEVER give the exam password to the student.
- Proctor reviews the Proctor Procedures and Exam Instructions.
- Proctor directly supervises throughout the entire examination with student's computer screen in sight.
- After taking the exam, students will have access to the exam grade and teacher feedback only
- Students who received a C- or below and who wish to retake an exam may do so. Alternate exam requests may be found through Griggs online under "Forms." See Miscellaneous Fees section for Alternate Exams Fees. griggs.edu/student-services/forms
- For specific testing instructions refer to the High School Handbook.

K–12 GRADING SYSTEM & REPORTING

Once a student completes a class the final grade is recorded using the grading scale below. All grades are a permanent record and will not be changed without teacher permission and Curriculum and Standards Committee action. Grades from retaken courses will not replace the previous course grade on the transcript; however, the highest grade will replace the effect on the GPA.

Incomplete courses will receive a W grade six (6) months past the deadline.

Grading Scale			Grading Scale by GPA		
A	=	93–100	A	=	4.0
A-	=	90–92	A-	=	3.67
B+	=	88–89	B+	=	3.33
B	=	83–87	B	=	3.00
B-	=	80–82	B-	=	2.67
C+	=	78–79	C+	=	2.33
C	=	73–77	C	=	2.00
C-	=	70–72	C-	=	1.67
D+	=	68–69	D+	=	1.33
D	=	63–67	D	=	1.00
D-	=	60–62	D-	=	0.67
F	=	59 and below	F	=	0.00
W	=	Withdrawn			

K–12 grades can be viewed for each course when logged in to Griggs Online.

Griggs Honor Roll System
Griggs celebrates the achievements of all students. However, the College Preparatory diploma candidates who accomplish the following criteria will receive special recognition upon completion:
GPA 3.50–3.79 = *Burgundy cords*
GPA 3.80–4.0 = *Gold cords*

TRANSFER CREDIT

Students may present an official transcript from a different school to be evaluated by the Griggs advisor. The advisor will evaluate and record the credits accepted (to be determined by Griggs) on a plan of study outlining courses yet to be taken.

Transfer credits will be recorded on the GIA transcript only after 3.0 GIA credits have been completed. Once transfer credits are recorded on the Griggs transcript, they become part of the student's permanent record and cannot be removed.

Grade Report/Transcript Requests
Upon completion of a course the student, parents of a minor, or a school may request a grade report/transcript.

K–5 report cards will be issued at course completion and receipt of attendance records. Grades 6–8 report cards can be requested through the K–8 director via email at griggsk8@andrews.edu.

High school transcripts can be requested via website at griggs.edu by hovering over the "Student Services" tab and selecting "Transcript Request." Cost for transcripts varies on delivery method. Final cost will be determined at time of purchase.

Student Privacy
Student information and records at Griggs International Academy are protected by a Federal privacy law known as the Family Educational Rights and Privacy Act (FERPA). Except under limited exceptions specified in FERPA, school officials can only share student education records or discuss information from these records with third parties when "prior written consent" has been established. Parents or others who do not have guardian rights to underage students do not have access to student records without the parent/guardian's signed consent. There is a FERPA Consent to Release Form on the Griggs website (griggs.edu/student-services/forms) that must be used if there should be someone other than a parent/guardian who can have access to a student's GIA academic information. Only after this signed form has been received can GIA release specified records or information to the designated individual/s. FERPA consent may be revoked at any time by providing written notice of such revocation to the GIA office. The revocation will apply only to prospective requests for records.

At times, Griggs International Academy will use and reproduce any and all photographs or artwork that is shared with GIA. They have the permission to use all images for any Griggs International Academy needs whatsoever, without further compensation to me. All files, together with the prints shall constitute their property completely.

ACHIEVEMENT TESTS

Stanford10 Achievement Test

The Stanford10 Achievement test can be used as a helpful tool to measure the progress of a student, as a means of assessing national comparisons for accreditation purposes, as well as aiding in effective grade placement of students. Scores from standardized tests taken within a year of enrollment from a third party testing facility will be accepted. The following students are required to take the Stanford10 test upon full-time enrollment (four or more courses):

- New students (4th grade and up)
- Returning students entering grades 5, 7, 9, and 11

There is no cost for required achievement testing. Testing is to be completed within six weeks of enrollment with GIA to avoid loss of access to coursework. Parents will proctor Grades 4–8 and high school students will use their testing proctor. For additional information email giak8academics@gmail.com. Other Stanford10 **placement testing** opportunities are available upon request for a fee (see Miscellaneous Fees).

ACT/SAT

All directly enrolled College-Prep diploma seeking students are required to submit ACT or SAT scores to the high school advisor by email at: griggsadvisor@andrews.edu prior to receiving their diploma. This exam needs to be taken at a local approved testing site. For information regarding the SAT, go to collegeboard.org for more information and testing sites. The school code for Griggs is 210 948. For information regarding ACT tests: act.org.

ACADEMIC INTEGRITY POLICY

Griggs works hard to provide its students with the best education possible, and maintains that students should hold themselves to a high level of accountability and self-government. In doing so, students will:

- Take responsibility to protect academic integrity in their own work by avoiding the practice of plagiarism, the use of another's work in place of their own.
- Avoid both dishonest practices and the appearance of dishonesty.
- Make the necessary effort to ensure that others do not use their work.
- Be prepared to offer verification of work and demonstrate abilities in a monitored setting.

Academic Dishonesty

Academic dishonesty comes in many shapes and forms such as, but not limited to, the following:

1. **Cheating:** Intentionally using or attempting to use unauthorized materials, information or study aids in any academic activity. Examples of cheating may include, but are not limited to:
   - Sharing answers or collaborating with another student on any academic activity unless specifically authorized by the instructor
   - Possessing unauthorized notes, study sheets or other materials including online resources during an examination or other academic activity
   - Obtaining or attempting to obtain an assignment or answer key
   - Submitting substantial portions of the same work for credit in more than one course without the knowledge and approval of all instructors involved

2. **Plagiarism:** Intentionally representing the words or ideas of another as one's own in any academic activity. Examples of plagiarism may include, but are not limited to:
   - Copying from another source without quotation marks and appropriate citation
   - Paraphrasing words, ideas or sequence of ideas, from another source without appropriate citation
   - Using material from the internet or other online service without proper citation
   - Buying or using the whole or any part of a paper from a current or graduated student, research or term paper service, or any other source not representing your own efforts.

Ways to avoid plagiarism

- Always cite the author and source if the idea did not originate with you
- Do not copy and paste
- When you take the main points from a source (spoken or written), cite the author and source
- Cite the author and source even when paraphrasing
- Use quotation marks when including the exact wording of an article, then cite the author and source.
- In fact, the ONLY time you do not cite the author and source is when the idea originated with you! Otherwise, cite the author and source.
- Direct citations should be limited
- Learn proper citing guidelines. GIA uses MLA formatting in the coursework. Students may access bibliography generator websites such as the following to help with the formatting: https://owl.english.purdue.edu/owl/resource/747/02/ http://www.bibme.org/citation-guide/mla/

3. **Fabrication:** Intentional falsification or invention of any information or citation in an academic activity. Examples of fabrication include, but are not limited to:
   - Changing or attempting to change academic records without proper authority
   - Altering documents after signatures have been obtained
   - Forging of signatures on any document
   - Obtaining unauthorized files or accounts

Facilitating academic dishonesty: Intentionally helping or attempting to help another to violate any provision of this policy.

Inaccurate information: Provision of inaccurate information, misleading information or omission of information on a GIA application shall constitute a violation of the Academic Integrity Policy.

Other: Any other instance that undermines or has the potential to undermine academic integrity, such as cyberbullying (see GIA Online Services Agreement).

Ways to avoid academic dishonesty

Here are some suggestions to set a student up for academic success and combat academic dishonesty:

- Maintain strong study habits, as this will lessen stress that leads to academic dishonesty (use of pacing charts is encouraged).
- Stay healthy! Good health impacts your ability to respond to stress better, and helps your mind to recall what you have learned! Eat well, get plenty of rest, and spend time being active!
- Spend time daily growing spiritually. A strong connection with Jesus equips you to make better decisions, and will give you strength in times of need or stress.
- And finally, if in doubt, ask. Your parents/guardian or facilitator are great resources. Your teacher is also available. They can answer questions, provide recommendations for resources and help as you strive to maintain your academic integrity.

Process and Consequences

Upon instructor suspicion of academic dishonesty, the instructor shall, within ten (10) days after discovery, hold an informal discussion with the student about the incident, try to reach resolution and, if appropriate, recommend a consequence to the student. This meeting should be promptly documented with an email from the instructor to the student with a copy to the principal. Consequences may include:

- Reduction in or failing assignment grade
- Reduction in course grade
- Academic monitoring or probation
- Academic dismissal from school

Academic Monitoring/Probation Policy

Students may be placed on academic monitoring status based on current or previous academic performance. This may be due to grades, rate of course completion or academic integrity issues. Students who do not make satisfactory progress during an academic monitoring period, may be placed on academic probation at the discretion of the K–12 committee. Academic probation is to include a performance contract appropriate to

the circumstances and signed by the student, parent/guardian and a representative of the K–12 Committee.

ACADEMIC GRIEVANCES

Academic Grievance Procedures:

1. If a student elects to appeal an instructor's decision on academic matters, they should email their grievance to the instructor.
2. If the grievance is not satisfactorily resolved with the instructor, the student shall email the principal's office and request consideration for his or her case within 10 days of emailing instructor. The principal will present the case to the K–12 Curriculum and Standards Committee.
3. The K–12 Curriculum and Standards Committee shall promptly investigate the facts of the situation and hear formally from the student and the instructor via teleconference, written testimony or physical presence. If the committee agrees with the fact-findings of the teacher, it will affirm the original decision. If the committee disagrees, in whole or in part, with the fact-findings, the committee will collaborate with the instructor and student to find a resolution.
4. Until a final decision has been reached, the student shall remain an active member of the class. In the event the student elects to drop or withdraw from the course, the incident in question will be pursued to its conclusion and any final consequence shall be unaffected by dropping or withdrawing from the course.

Academic Appeal of Final Grade

Parents/legal guardians must submit, in writing, appeals for reconsideration of a final grade to the GIA registrar within four (4) months following the date of completion shown on the grade report/transcript.

Teachers are permitted to notify the registrar to change a grade if there was an error in recording or calculation.

ONLINE USE POLICY

In order to create a warm, safe environment for our students to learn appropriate internet usage while keeping in mind the risks, GIA has adopted Digital Media Guidelines. We define Digital Media as any online tools and services that allow any internet user to create and publish content such as Facebook, Snapchat, Instagram, Twitter, Flickr and YouTube, to name a few.

To ensure understanding of standards of behavior and usage from a Christian worldview, GIA students and parents agree to abide by the following guidelines:

- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information. Post images and thoughts with care. Remember your digital footprint is a permanently accessible record of your digital life.
- Be confidential, protecting private and personal information. To ensure your safety, be careful about the type and amount of personal information you provide. Do not publish, post or release information that is considered confidential or private. Keep in mind that online "conversations" are never private. Use caution if asked to share your birth date, address and cell phone number on any website.
- Never agree to meet face-to-face with someone you meet online without your parent's approval.
- Do not post details (exact time and exact locations) of travel itineraries. Post about the day's activities after the fact and avoid saying what you "will be" doing the next day.
- Character is shown through writing. Sending harassing, obscene and/or other threatening email to another user is prohibited. Be courteous, respectful and considerate of others.
- Share and interact in ways that will enhance your reputation, the reputation of others and the reputation of the school, rather than damage them.

- Be a good listener and be responsive to others when conversing online. Provide answers, thank people for their comments, and sign all emails.
- A significant part of the interaction on blogs, Facebook, Instagram, Twitter and other social networks involves passing on interesting content or sharing links to helpful resources; however, never blindly repost a link without first reviewing the content.
- And if you do not get it right, correct any mistake you make immediately, and make it clear what you've done to correct the mistake.
- Apologize for any mistakes if the situation warrants it. If it's a major mistake (e.g., exposing private or confidential information), please let your principal/teacher and parent know immediately so the school can take proper steps to help minimize possible negative impact.
- Sending unsolicited junk mail, "for profit" messages or chain letters is not permitted.
- Refrain from attempting to harm or destroy the data of another user, including uploading or creating computer viruses.
- Do not allow others access to your course.
- During group meetings be attentive and participative while staying sensitive to others opinions and viewpoints.

Any violation may result in dismissal from an online course and/or other disciplinary actions.

Cyberbullying Policy

Cyberbullying is not tolerated. It includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings which have the effect of:

- Physically, emotionally or mentally harming a student
- Placing a student in reasonable fear of physical, emotional or mental harm
- Placing a student in reasonable fear of damage to or loss of personal property, **or**
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

All forms of bullying are unacceptable. Offenders shall be subject to appropriate staff intervention, which may result in administrative discipline.

Parent/Guardian Responsibility

- Make certain both you and your student understand and complete the Online Services Agreement found in the Content or Assessments/Quizzes areas of each course. The policy must be reviewed by both parent and student, signed by student before advancing to the Introduction and must be completed for each semester of the course. The Online Services Agreement rules apply to all use of Griggs Online for communication, whether a student is taking an online course or using the student services available.
- Help your student abide by the Online Services Agreement by actively monitoring how they interact with classmates while using Griggs Online.
- Promptly discuss any behavior that violates the Online Services Agreement and Cyberbullying Policies. Set consequences and continue to monitor online activity.
- Report concerns if your child experiences cyberbullying to the GIA principal.

Photo Release

At times, Griggs International Academy will use and reproduce any and all photographs or artwork that is shared with GIA. They have the permission to use all images for any Griggs International Academy needs whatsoever, without further compensation to me. All files, together with the prints shall constitute their property completely.

School Calendar and Office Closure Schedule

July 2023

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Independence Day
Closed: All Day - July 4

August 2023

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Labor Day
Closed: All Day - Sept. 4

October 2023

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Thanksgiving Break
Closed: Noon Nov. 22 - 24

Christmas Break
Closed: Noon Dec. 22- Jan. 1

December 2023

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Martin Luther King Jr. Day
Closed: All Day Jan. 15

President's Day
Closed: All Day Feb. 19

February 2024

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Memorial Day
Closed: All Day May 27

Juneteenth
Closed: All Day June 19

June 2024

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

GIA FINANCIAL INFORMATION

The following tuition rates apply to services for the period July 1 through June 30. GIA reserves the right to change tuition rates and policies without notice. Tuition may be refunded per refund policy.

Required textbooks may be purchased through GIA's online bookstore at griggs.edu/enrollment/order-your-books.

LEVEL	ENROLLMENT FEE*
Kindergarten through Grade 5, per enrollment	**$50**
Grades 6–8, per enrollment	**$90**
Grades 9–12, per enrollment	**$110**

LEVEL	TUITION PER SEMESTER
K–5, per subject	**$57**
Grades 6–8, per course	**$95**
Grades 9–12, per course	**$285**

Tuition and fees must be paid in U.S. dollars only. Enrollment and other fees are non-refundable and cannot be included in a payment plan. Fees are to be paid in full as services are provided. A full list of fees is available at griggs.edu/enrollment/tuition-fees.

***SIBLING DISCOUNT:** Families enrolling multiple siblings AT THE SAME TIME are responsible for paying the enrollment fee of the student in the highest grade level. All siblings enrolling in lower grade levels will have their enrollment fees waived.

MISCELLANEOUS FEES	AMOUNT
Alternate Exam: *Grades 6–8,* per chapter exam retake (English Unit tests are $30)	**$10**
8th Grade Graduation Fee	**$25**
Alternate Exam (test retake): *Grades 9–12*, per exam	**$50**
Attestation/authentication per document	**$125**
Cancellation/Withdraw/Change: *see page 19*	
Challenge Exam: *Grades 9–12*, per semester	**$100**
Diploma: High School, per copy	**$115**
E-Book Fee & Lab Fees: See Course Descriptions	**$25**
Elementary Portfolio Review	**$35**
Expedited delivery of diploma or transcript in USA, per mailing	**Per courier fee**
Expedited delivery of diploma or transcript outside USA, per mailing	**Per courier fee**
Extension: *K–5*, per semester, per course	**$20**
Extension: *Grades 6-8*, per semester, per course	**$30**
Extension: *Grades 9-12*, per semester, per course	**$50**
High School Independent study evaluation: per semester, per course	**$50**
Late Payment, per month until account is made current	**$20**
Math Resource Fee	**$40**
Official Transcript (Varies) *Additional costs for shipping may incur depending on shipping method.*	**$6.75**
Paper course: Grades 6–8, per semester, per course	**$5**
Placement Tests, off-site	**$50**
Placement Tests, on-site	**$200**
Returned Check, all services suspended until account is made current	**$35**
Stanford10 Achievement Tests, off-year testing	**$25**
Stanford10 Achievement Tests, partner school rate per individual	**$25**

PAYMENT METHODS

Tuition may be paid in full at time of enrollment or by installments. Payments on account, as well as any miscellaneous fees, may be paid by credit, debit, checks or money orders payable to Andrews University. For security reasons, payments must be made online or by mail.

Online Payment *(Preferred and safest method of payment)*
You may go to vault.andrews.edu/griggs-payment to pay by credit or debit card. Be ready to give the student number, student name and payment information.

Due to processing times, we discourage payment by mail. In the event that a check must be mailed, please make payable to **Andrews University** and mail to (include student name and ID)*:*
Griggs International Academy
8903 Old US Hwy 31
Berrien Springs MI 49104-1950, USA

We reserve the right to verify availability of funds for any check received. A fee of $35 will be charged for any check returned by the bank. All services, including access to the online system, may be suspended until the account is made current or paid off by credit card or money order.

Third-Party Billing
Andrews University is able to bill organizations offering educational subsidies, in accordance with the policy of the employing organization. Authorization from the organization's financial officer must be submitted at the time of enrollment. Payment in full is due within 30 days from billing. **The monthly payment plan is not available to organizations. If special arrangements need to be made, please contact the Enrollment office.**

If the sponsoring organization requires proof of completion or other evidence of enrollment, it is the student or parent/guardian's responsibility to

pay and claim the subsidy once they complete the course.

Payment of a student's account is the sole responsibility of the student or parent/guardian if student is under the age of 18. When an Adventist school has a contract for services with GIA, the school is responsible for their contract.

Refund of Small Balance
For families using USA bank accounts, any credit balance less than $5 will not be refunded unless specifically requested. For families with non-USA bank accounts, any credit balance will only be refunded through a valid credit card. Refunds will be made to the original payee, unless the original payee instructs Student Financial Services otherwise.

PAYMENT PLAN POLICY

Monthly Tuition Payment Plan
Tuition may be paid on a monthly plan. Enrolling in the Payment Plan **does not** mean we will be automatically debiting your account. Monthly payments will need to be made through our website. The monthly payment plan is not available to sponsoring organizations. Fees cannot be included in the monthly payment plan, and are nonrefundable.

Credit Approval
The monthly payment plan is subject to prior credit approval, which may be based on information obtained from a credit reporting agency. Andrews University reserves the right to deny credit on the basis of one's credit history.

Monthly Tuition Payment Plan Agreement
The person responsible for the student's finances must be 18 years of age or older. By completing and signing the agreement on the Payment Plan and Financial Agreement Form, the financier and the student (if older than 18) agree to abide by the stated terms. The amount financed cannot exceed the amount due for tuition. In case of an error or miscalculation, GIA reserves the right to adjust without notice the amount financed, provided the amount in question does not exceed $100.

Monthly Payments Applied to Multiple Courses
When enrolled in multiple courses, the monthly payment amount is automatically applied proportionately to each course being financed. To complete a course ahead of its payment schedule (number of months chosen for the payment plan), the course must be paid in advance of requesting the final exam, and the account as a whole must be current. If a final exam is needed right away, payment must be made by credit card or money order.

Finance Charge Disclosure
Annual Percentage Rate (APR) is 0%.

Maximum Number of Payments
Up to eight monthly payments of no less than $25 may be made on any enrollment.

Payment Due Date
All monthly payments are due on the first (1st) day of the month. A late penalty is automatically added on the tenth (10th) day of each month to past due accounts and exams will not be issued nor graded. If an enrollment is made before the 15th day of the month, the initial tuition payment is due on the first day of the next month. If an enrollment is made on or after the 15th day of the month, initial tuition payment will be due on the first day of the second month following the enrollment month. **Thereafter, all payments are due on the first of each month.**

Student Records
All student records are the property of Griggs International Academy. Copies of any student records may be released to parents/guardians of students at the sole discretion of GIA. However, release of any records shall be contingent on full payment of all financial obligations. Unless otherwise directed in writing,GIA will share student academic data and contact information with Adventist universities and colleges to aid them in recruiting and making scholarship determinations.

Delinquent/Written Off Accounts
Accounts that are 30 days or more past due will be considered delinquent. When an account is delinquent, all services, including access to Griggs Online, will be suspended until the account is made current or paid off. GIA or its assignee may, without notice (unless such notice is required by law), require immediate payment in full of the remaining balance. A late payment fee of $20 per month will be charged until the account is made current, paid off or written off for nonpayment. Accounts brought current may take up to two (2) business days to gain course access.

Accounts that have been written off must be paid in full before accessing current enrollment or processing new enrollments. GIA may report delinquent accounts to a credit bureau. All costs of collection will be added to delinquent accounts.

Services Suspended
Items held for accounts in which services have been suspended, whether because of finances or academics, will not be processed until the hold has been removed. This includes period tests, submissions, exam requests, exams, grade reports, transcripts, etc. After the last day for withdrawal, the course will be closed and a grade of W given.

TUITION REFUND POLICY

The tuition refund policy for GIA is summarized as follows:

- A full tuition refund will be granted up to 21 calendar days after enrollment date
- Refunds will be made to original payer, unless the original payer instructs GIA otherwise, in writing
- Day 22 through the end of 7 months: students are eligible for refunds upon request
- Refund is granted based on whichever is higher: months enrolled or percentage of coursework completed. After the withdrawal fee is deducted, a refund of tuition will be made according to the following schedule:

MONTHS ENROLLED	COMPLETED COURSEWORK	PERCENTAGE REFUNDED
Day 22—2nd month	**0–10%**	**75%**
Day 22—2nd month	**11–25%**	**50%**
Day 22—2nd month	**26–50%**	**25%**
Day 22—2nd month	**51% and up**	**None**
Months 3–5	**0–10%**	**50%**
Months 3–5	**11–25%**	**50%**
Months 3–5	**26–50%**	**25%**
Months 3–5	**51% and up**	**None**
Months 6–7	**0–10%**	**25%**
Months 6–7	**11–25%**	**25%**
Months 6– 7	**26–50%**	**25%**
Months 6–7	**51% and up**	**None**
No refunds after 7 months and/or 51% of coursework is completed		

CANCELLATION, WITHDRAWAL AND COURSE CHANGES

Cancellation occurs when a student terminates a course of study before beginning it. A full tuition refund is given for cancellations within 21 calendar days of the enrollment approval date. Cancellation fees apply after 21 days. Enrollment and miscellaneous fees are non-refundable.

Withdrawal occurs when a student terminates or drops a course of study after GIA begins providing educational services. A withdrawal fee will be charged if withdrawing after 21 calendar days of enrollment.

Changes involving withdrawing from one course and enrolling in another can be requested for courses where less than 20 percent of the work has been completed. Changes may be requested within two months of the date of enrollment. Change fees apply.

CANCELLATION/WITHDRAW/CHANGE FEES	AMOUNT
Kindergarten, per course, per semester to $60 maximum	**$10**
Grades 1–5, per course, per semester to $160 maximum	**$10**
Grades 6–8, per course, per semester to $160 maximum	**$20**
Grades 9–12, per course, per semester to $200 maximum	**$40**

Cancellation/Withdrawal/Change Procedures

- Email enrollgia@andrews.edu with any enrollment changes. Include the specific course number and name, student number and full name, and any instructions on returning a refund (if any).
- Email fingia@andrews.edu if withdrawing or cancelling courses without adding others. Student Financial Services will email confirmation of your withdrawal and the amount of any refund due.

Security Interest on Refunds

GIA holds a security interest in any refund that may be due from GIA if there is an outstanding account. Any monies sent to GIA will first be applied to past due amounts.

La Ronda Curtis Forsey
GIA Principal
laronda@andrews.edu
Office: 269-471-6548
Texting: 301-526-6369

NOTE FROM LA RONDA FORSEY, PRINCIPAL

Welcome to Griggs International Academy! We are happy to help you accomplish your academic goals. Griggs is an accredited school serving K–12 learners around the globe. We offer a variety of services that include parent-guided curriculum, online learning, and on-site solutions for NAD and international schools.

Griggs has been serving students around the world for over 100 years. Throughout the history of Griggs, there is constant change to meet the needs of students. As you look through this catalog/handbook, you will see that we have a wide variety of programs to fit different needs.

Griggs International Academy offers a full academic program for K–12. Parents need to be involved in all levels of the schooling, but here are some clarifications: Elementary (K–5) requires the parents to work with the student daily and be the facilitator, Junior High (6–8) requires the parent to monitor closely and facilitate some of the assignments, High School (9–12) can be independently done by the student while the parent monitors progress.

The synchronous part of our school is called Griggs Life. It is important for students to make an effort to get involved and get the full Griggs International Academy experience.

Since we are owned and operated by Andrews University, we have valuable resources that enrich our program. One example is that Andrews provides an online option for qualifying students to take university courses while finishing high school. This is a great opportunity for those students who want to get ahead.

This is an exciting time to be a part of Griggs. We want to bring distance education closer to you. It is our goal for you to have personalized support as you move forward in your education with Griggs. It is important for students and parents to have the ability to contact the school principal, so phone calls, texts and email are encouraged. We value building relationships with our students, so don't hesitate to call, ask for a meeting, or send a quick note.

Griggs International Academy

Elementary/ Junior High Handbook

PROGRAM ADVISOR

ELEMENTARY/JUNIOR HIGH

Wendy Baldwin
Phone: 269-471-6549
Email: griggsk-8@andrews.edu

Mrs. Baldwin has a Bachelor of Science in elementary education with minors in science and reading, and a Master of Education. She is passionate about Adventist education, and has served in Adventist schools in Grades K–10 and administration.

She enjoys reading and spending time in nature, but her first love has always been leading students to a closer relationship with Christ.

Elementary/Junior High Scope and Sequence

The chart to the right provides an overview of GIA elementary curriculum. Core curriculum is required; enriched curriculum is recommended for holistic Christian education.

Core Curriculum
A full-time student with GIA must take and pass the core courses to be promoted to the next grade. Each course has two semesters.

Interchangeable Courses
If you have students in more than one grade or if you wish to follow the scheduling of a local school, you may treat the following as interchangeable:

Grades 1–8: Science

Please make a notation on Forms 2 and 3 of the enrollment packet of any needed substitutions.

Enrichment Courses
Grade 4 students without GIA grade 3 Music should enroll in grade 3 Music.

**Some states require art, music and physical education. Check with your local school district for the requirements in your area.*

	CORE CURRICULUM	
GRADE	**Bible**	**English Language Arts** (Reading and Writing)
K	Learning to worship, giving thanks, being like Jesus, life of Jesus, Jesus as the Lamb, spreading the gospel.	Listening/speaking experiences through poems and stories, shapes, colors, numbers, rhyming words, name recognition, role-playing, address, safety, vocabulary, senses, proper letter/number formation and structure, identifying the upper and lower case letters, beginning sounds, short vowel sounds, basic vocabulary, reading simple sentences incorporating spelling into learning activities
1	Exploration of creation, Abraham, Isaac, Jacob, Esau and Joseph. Themes include service, trusting Jesus and obedience. Re-telling of various Bible stories.	Taught in an ELA block. Following directions, capital letters, ABC order, basic parts of speech, word usage, sentences, plurals, compound words, letter writing, poetry appreciation, creative writing, handwriting/ letter formation, vocabulary, comprehension, main idea, phonics, study skills, literature appreciation, orderly development of spelling skills, patterns, proofreading, dictation
2	Exploration of salvation, the Exodus story, the sanctuary, and Jesus' second coming. Introduction to early Adventism and Ellen White. Themes include salvation, the Ten Commandments, God's love and protection.	Taught in an ELA block. Parts of sentences, basic parts of speech, capitalization, punctuation, ABC order, guide words, writing sentences, letter writing/ composition, literature appreciation, handwriting/letter formation, vocabulary, comprehension (cause/effect, predict outcomes), phonics, study skills, literature appreciation, spelling patterns, proofreading, dictation
3	Exploration of the Israelites settling Canaan, Gideon, Joshua and the judges era, Jesus' birth and the story of Ruth and Boaz. Themes include obedience, recommitting to Jesus, loving others, and spiritual gifts.	Taught in an ELA block. Parts of sentences, basic parts of speech, capitalization, punctuation, writing sentences, letter writing/composition, literature appreciation, dictionary/library skills, handwriting/ cursive, vocabulary, comprehension (cause and effect, predict outcomes, digraph, blends) phonics, study skills, literature appreciation, spelling patterns, proofreading, dictation
4	Exploration of the first kings of Israel, Saul, David and Solomon, and Jesus' birth. Themes include the proverbs, salvation, leadership, teamwork and Jesus' second coming.	Taught in an ELA block. Parts of sentences, parts of speech, capitalization, punctuation, writing sentences, letter writing/ different forms of composition, literature appreciation, dictionary skills, library skills, handwriting/ cursive, vocabulary, comprehension (cause and effect, predict outcomes, digraph, blends) phonics, study skills, literature appreciation, outlines spelling patterns, proofreading, dictation
5	Exploration of the prophets Elijah and Elisha, and the earthly kings, Jonah and the kingdoms of Israel and Judah. Themes include salvation, the authenticity of the Bible, forgiveness, restoration of relationships, baptism, discipleship and being a faithful follower of Jesus.	Taught in an ELA block. Parts of sentences/ parts of speech, capitalization, punctuation, writing sentences, emphasis on writing/different forms of composition, literature appreciation, dictionary skills, library skills, handwriting/ cursive, vocabulary, comprehension (cause and effect, predict outcomes, digraph, blends) phonics, study skills, idioms, story elements, literature appreciation, spelling patterns, proofreading, dictation

CORE CURRICULUM			ENRICHED CURRICULUM			
Health/ Science	**Math**	**Social Studies**	**Art**	**Keyboarding**	**Music**	**Phys. Ed**
Insects, the body, birds, rainbow, sky, transportation, wild creatures	Math readiness: sets, comparing, sorting, counting, putting together/ taking away objects, time, classifying, simple math terms, ordinal numbers, shapes, patterns, graphs, number sentences, calendar, money	School, home, community helpers, Thanksgiving, Christmas in other lands	Incorporated with Bible and Activity Units		Incorporated with Bible and Activity Units	Develop gross motor skills
Plants, animals, habitats, senses, muscles, bones, weather & seasons, Earth & space, energy, motion, machines	+/- facts through 18, place value to 100, +/- of two and three digit numbers, money, time, geometric shapes, simple fractions, measurement, problem solving, graphs	World occupations, U.S. history, special days, maps, charts, graphs	Art appreciation: hands-on projects		Focus on music through time and world cultures, hymnody, theory & composition, and music appreciation. Intro to brass & string instruments, begininng notes and rhythms.	
Plants and animals, habitats, digestive system, nervous system, germs and hygiene, geography and geology, weather and seasons, solar system, properties of matter, energy and machines	+/- with and without renaming, place value to 1000, x facts to 5, geometric shapes, simple fractions, problem solving, measurement, time, money, graphs	Families, occupations, government, maps, graphs, directions, time lines, world geography, U.S. history, holidays	Art appreciation: hands-on projects		Music appreciation: learn tunes and words to new songs	
Living things, habitats and plants, health and safety, heart and lungs, weather and climate, solar system, energy, motion and forces	+/-with and without renaming, place value, to 100,000, multiplication/ division facts to 10, decimals, rounding, geometric shapes, simple fractions, problem solving, measurement, time, money, graphs, probability	Communities in different parts of the world, maps, charts, graphs, timelines, U.S. history, District of Columbia, citizenship, government	Art appreciation: hands-on projects, famous paintings	Focuses on proper hand position, technique, accuracy and speed	Focus on music through time and world cultures, hymnody, theory & composition, and music appreciation. Intro to recorder playing, gaining fluency in reading treble clef/intro to bass clef; more complex rhythms introduced along with melody and harmony	Physical fitness through exercise and directed activities
Plants & plant cells, adaptations, ecology, body systems, temperance & substance abuse, emotional health, Earth's structure & seismic events, geology, space science, properties & states of matter, atomic theory, electricity & magnetism	+/- with and without renaming, place value, to 100,000, multiplication/ division facts to 10, decimals, rounding, geometric shapes, fractions, problem solving, averages, measurement, time, money, graphs, probability, pre-algebra concepts	Regions in different parts of the world, environments, U.S. Government resources, history/economy, geography, state history/ geography, identify/locate oceans, continents, maps	Art appreciation: hands-on projects, famous paintings	Focuses on proper hand position, technique, accuracy and speed	Famous composers, music appreciation: learn tunes and words to new songs, brass instruments	Physical fitness through exercise and directed activities
Living things, classifications, adaptations, human reproduction, diseases & disorders, weather & climate, ocean, ecosystems, energy, electromagnets, forces, motion & machines	Operations review, emphasis on ÷ by two-digit numbers, place value, problem solving, measurement, geometry, ratio, decimals, graphs, integers, ratio, %, probability, algebraic concepts	U.S. history/ geography, latitude/ longitude, graphs, maps, charts, timelines	Art appreciation: hands-on projects, famous paintings	Focuses on proper hand position, technique, accuracy and speed	Famous composers, music appreciation: learn tunes and words to new songs, woodwind instruments	Physical fitness through exercise/ directed activities

Junior High Scope and Sequence

Students, who are enrolled with GIA full-time during the second semester of their 8th grade year, who successfully complete all core classes (and one year of keyboarding during junior high), are eligible to receive an 8th grade diploma and a complete transcript upon request.

Core Curriculum: A full-time student with GIA must take and pass the core courses to be promoted to the next grade.* Each course has two semesters. Additional enriched curriculum courses are recommended for a holistic Christian education.

**Only one year of Keyboarding is required during the 7th or 8th grade year. The course may be taken more than once to maintain and improve skills.*

Dual-Enrollment Algebra I
Eligible junior high students can take Algebra I and receive dual credit. Students must meet the following requirements:

- must be enrolled full-time at an NAD school
- must have at least an 85% standardized test score in math
- must have earned a letter grade of an "A" in previous math
- must have a letter from the previous grade math teacher
- must be supervised by the NAD math teacher at the school

**Exceptions to policy will be handled on a case-by-case basis.*

	CORE CURRICULUM		
GRADE	**Bible**	**English Language Arts** (Reading and Writing)	**Keyboarding/ Technology***
6	God is Faithful: An exploration of the exile in Babylon, Jesus' death and resurrection, and the early church.	Taught in an ELA block. Parts of sentences, parts of speech, capitalization, punctuation, writing sentences, emphasis on writing/forms of composition, literature appreciation, reference skills, handwriting/ cursive, vocabulary, comprehension (cause and effect, predict outcomes, study skills, story elements, literature appreciation, spelling patterns, outlines)	Correct keyboarding techniques. Position of the letters, numbers and symbols on the keyboard and how to type them correctly
7	God Transforms: An exploration of the Great Controversy theme, and Jesus' impact on others.	Sentence structure, oral and written compositions, parts of speech, word usage, punctuation, capitalization, vocabulary, word histories, different types of writing (report, expressive), reference aids	Introduction to the basics of computer science, HTML, CSS, JavaScript and Python
8	God Calls: An exploration of how God called the Patriarchs and Moses, and how Jesus called His disciples into a loving relationship with Him.	Sentences and sentence patterns, paragraphs, composition, parts of speech, reports, letter writing, library and dictionary skills, grammar	Introduction to the basics of computer science, HTML, CSS, JavaScript, and Python

CORE CURRICULUM		
Math	**Science/Health**	**Social Studies**
Numeration, operations review, number theory, graphs, decimals, measurement, fractions, ratio, geometry ,%, integers, probability, expressions, equations, algebraic concepts	Themes in biology, cell function & structure, organization of body systems (integumentary, nervous, skeletal muscular, circulatory, respiratory), emergency preparedness, rocks & minerals, Earth's structure, landforms & erosion, geologic column, properties of matter, atomic theory, electricity & magnetism	World history/geography, maps, graphs, charts, timelines
Whole numbers, decimals, statistics, number theory, fractions, algebra expressions and equations, geometry, ratio, proportion, %, integers, graphing, rational numbers, probability, measurement, problem solving	Bacteria, protists & fungi, vertebrates & invertebrates, DNA & genes, human development and reproduction, body systems, infectious diseases, Universe & Solar system, energy & motion, work & machines, transferred & transformed energy.	Independence of peoples and nations, world patterns and geography, maps, graphs, charts, timeline
Integers, basic operations, equations, decimals, exponents, metric system, fractions, graphing, geometric figures, right triangle relations, flow charts, probability, statistics, pre-algebra skills	Theories of origin, plants & animals, genes & diseases, lifestyle health, atmosphere, weather & climate, ecology, matter & elements, chemical bonds & reactions	American history from 1760s, post WWI to modern times. Focus: NA geography as it relates to development of U.S., Age of Exploration, the origin of American democracy, major events during the growth and expansion of the U.S.

EDUCATIONAL PARTNERSHIP

Griggs International Academy serves students in the capacity of principal and supervisory teacher. Parents act as direct daily supervisors and learning coaches to their students enrolled as GIA students. GIA's teachers provide advice and guidance. The role of the parent as learning coach includes:

- Delivering instruction using the provided instructional guide or modules
- Scheduling and daily supervision of student's coursework
- Encouraging and providing positive feedback
- Reviewing daily progress to meet deadlines
- Answering questions
- Keeping the student on task

ELEMENTARY SCHOOL GRADE PLACEMENT

Students are placed in grades K–1 based on attaining a specific age (Kindergarten=age 5, Grade 1=age 6). There are strengths and weaknesses to altering the rate of progress that should be carefully considered in planning how to complete a grade level. See Admissions section for additional information on grade placement for grades 2–8.

THE STUDY SPACE

Decide on a specific place for school away from distractions. This space should be created to promote focused learning and could include the following useful educational tools:

- A marker board
- An area where the student's work can be displayed
- A desk or table with a chair the correct size
- School and craft supplies
- Resource books such as a Bible, dictionary and textbooks

INSTRUCTIONAL GUIDE

Instructional Guide is the term used for the packet of instructions for each course. It provides all the information that is needed to teach the course. Used with the textbook, the instructional guide makes preparation and teaching easier. The Instructional Guide is divided into sections. The Instructional Guides are very clear about what should be submitted to GIA and when to submit these items.

Online and Hybrid Courses include instructions in the content icon on the course homepage on Griggs Online. Use the username and password, emailed to you at the time of enrollment, to access Griggs Online (d2L.griggs.edu).

Most courses have five (5) lessons that span a week and provide one (1) lesson per day. Each lesson includes the objectives, vocabulary, materials needed, a warm-up or review, a discussion topic, an assignment, and an answer key for the assignment.

It is essential that parent-teachers regularly consult the Instructional Guide for each paper course, and review instructions in online courses with their student. Parents are responsible for setting the pace, facilitating and monitoring student progress and success.

HOW TO ACCESS INSTRUCTIONAL GUIDES

Instructional Guides can be downloaded using the student login for Griggs Online (d2L.griggs.edu). Committed to stewardship of our environment, we invite you to file these digitally, and print only as needed. Files can be used on an iPad or other digital device of your preference. You will need to print pages students write on, and of course you may print the entire guide if you prefer.

PLANNING

Follow a plan of instruction in order to teach effectively. No one—not even experienced teachers—can teach successfully without careful planning. Good planning includes four phases:

1. Yearly Planning
This involves looking at the big picture of what will be accomplished this year.
- Scanning through all the materials you will use will give you an overview for the content and possible resources for the course.
- Examine the textbooks, workbooks and instructional guides. Locate reference helps such as glossaries, indexes, dictionaries or other teaching devices. Be sure you have all the books needed. If not, contact GIA at once.
- Read the preview/overview of each subject. (You will find this at the beginning of each instructional guide.) ASK: What will your student study? What are the broad goals for the year?

2. Grading Period Planning
- Short-term planning calls for a review of the work to be accomplished within a six-week or nine-week period. Do this planning at least a week before you end each period.
- Study the introduction found on the first page of each period.
- Review the suggested daily lesson plans. Establish deadline dates for major assignments/exams.

Note any special themes. Think about school supply resources, places of interest for field trips, arrangements for away-from-home activities, and so forth. Research the special events for which you may have to make arrangements in advance.

3. Weekly Planning
Carefully plan and organize to ensure success. Writing out a weekly schedule for each subject is recommended.
- Make a note of and acquire needed supplies or reference materials.
- Briefly review the textbook and workbook assignments to be sure you understand what is required of you AND the student.
- Be prepared to answer questions your student might have about any assignment during the week.

4. Daily Planning
Students will usually be able to complete a lesson in each subject each day. (Some exceptions are art, music and physical education.) Plan time for GIA teachers to receive and grade tests.

SCHOOL DAY

Children learn best with a balance of predictability and novelty. Planning a routine at the beginning of your school day can help your student feel prepared for their school day to begin. These are some ideas for opening exercises:
- Sing favorite songs/seasonal songs/religious songs/national anthem
- Read a special book to the student
- Read Scripture, pray together, or plan a family worship
- Share nature thoughts
- Do physical exercise and get some fresh air to enhance brain function

SCHOOL CALENDAR

Planning and organizing is the key to success. Establish a routine of study, although the calendar is adaptable to your circumstances.

Build a school calendar:
- Review the introductions and table of contents for each course
- Yearly plan schedule:
  Classes with six periods = 30 days per period
  Classes with four periods = 45 days per period
- Establish deadlines for major assignments/exams
- Refer to the GIA calendar for holiday office closures

Grades 6–8 should plan dates for taking exams. Follow these dates faithfully.

SCHEDULE

Every student needs a study environment that is free from distractions and interruptions. The morning hours are best for learning, but work out a schedule that is most beneficial to your circumstances. The following chart outlines the approximate daily time requirements per grade. Students should be encouraged to work at a steady pace, and time for completion may vary.

Students in Grades 5–8 will require additional independent study time to review homework.

Parents need to be available to answer questions and help the student keep on task even when not directly teaching during school hours.

ASSIGNMENTS/PRACTICE WORK

Please DO NOT send the daily assignments to GIA. Grades 1–5 parents should grade the assignments and keep the work in the student's portfolio. Answers to the daily assignments are in the instructional guides. If there is a question, parents should email the K–8 Director.

Most students work on every subject every day. However, some parents/tutors prefer teaching all of health/science in one semester and all of social studies in the other semester.

Some courses have worksheets to be used as an assignment, some have special assignments and additional instruction, while others may include

	SUBJECT	GRADE K	GRADES 1–4	GRADES 3, 4	GRADES 5, 6	GRADES 7, 8
	Opening Exercises	15 minutes	20 minutes	20 minutes	30 minutes	Plan at least 6 hours daily to include all your courses
	Bible	20 minutes	20 minutes	20 minutes	30 minutes	
English Language Block	**Reading**	20 minutes	Grades 1–3 30 minutes, twice daily		Grades 4–6 45 minutes	
	Handwriting	20 minutes	15 minutes	15 minutes	15 minutes	
	Language	20 minutes	Grades 1–3 30 minutes		Grades 4–6 30 minutes	
	Spelling	20 minutes	20 minutes	20 minutes	20 minutes	
	Math	20 minutes	Grades 1–3 30 minutes		Grades 4–6 30 minutes	
	Health/Science	20 minutes	Grades 1–3 20 minutes		Grades 4–6 30 minutes	
	Social Studies	20 minutes	20 minutes	30 minutes	30–45 minutes	
	Art/Music	Included in other subjects	30 minutes, twice weekly	30 minutes, twice weekly	30 minutes, twice weekly	
	Physical Ed	15–20 minutes in fresh air	30 minutes Supervised daily	30 minutes Supervised daily	30 minutes Supervised daily	

projects. Carefully read the introduction for each course before beginning.

- Parents/tutors should work through any practice with the student. This is VITAL to mastering the concepts.
- The student should complete the assignment without looking at the answers, but may use the textbook as needed.
- Parents/tutors should go over papers together with their student after grading the daily assignments. Students learn best from mistakes when immediate, positive feedback is received.

Display work so others can enjoy it! This can be a form of reward and a source of encouragement.

Parents/tutors may work through each assignment with the student in the beginning. Students should work towards age-appropriate independence. Do not give answer keys to the students.

Written assignments need to be legible and dark enough to scan well. Students of all ages need to write their own work as much as possible.

If there are any questions or you feel the need to ask the advice of a GIA teacher, email samples of the work in question along with a note or feel free to call.

MATH RESOURCES

GIA realizes that math courses are often the most difficult for some students to do independently. We offer a variety of resources that will help students be successful in their math courses.

1. **IXL (Grades K–12):** The world's most popular subscription-based learning site that offers unlimited practice problems with meaningful, up-to-date tracking on your child's progress.
2. **Khan Academy (Grades K–12):** Within many of our math courses are Khan Academy videos that students can readily access to enhance their learning.
3. **Yup (Grades 6–12):** An on-demand live math tutoring service, with a certified math professional who will provide unlimited assistance, available around the clock. Click here to learn more about Yup.

Students, grades 6–12, enrolled in a math class will be charged a $40 Math Resource fee.

SENDING IN WORK

4. Each course has a unique set of assignments required to submit to Griggs. For many courses it is just the period tests, but other courses require reports or other activities. Please take note of which work needs to be submitted to Griggs for each course.
   - Write student name and ID on EACH page.
   - Send tests at the end of each period.
   - Evaluations with feedback provide areas to focus on and improve throughout the next period.
5. Paper tests/submissions should be submitted in dropboxes in Griggs Online:
   - Scanned copies of tests and submissions should be uploaded directly to dropboxes in the 'Assessments' menu on the homepage for the course.
6. Please submit each period as it is completed. Submissions will be graded, allowing the student to benefit from a teacher's feedback throughout the year.

HOW TO UPLOAD TO A COURSE DROPBOX

1. Before uploading, prepare the file:
   - Scan each period's submissions as a single document, not individual pages.
   - Include your student name and assignment/ submission number in the file name.
   - If the scan is not in .pdf format, convert it, using freepdfconvert.com or other free online software.
2. Login to Griggs Online at d2l.griggs.edu.
3. On the course's navigation bar, click on Assessments and choose Dropbox from the dropdown menu.
4. Select the number of the submission that you are ready to upload.
5. Click the ADD A FILE button.
6. In the pop-up window, click the UPLOAD button and locate the submission file on your computer. Do NOT upload another course submission here as it will be lost in the wrong folder.
7. Click the OPEN button.
8. Select the ADD button.
9. Click SUBMIT. An email will be sent confirming that the upload was successful and you can see the file when you click on the submission folder again.

Note: Please send submission as a PDF, **not** a picture file as that format makes scoring particularly difficult.

SCANNING TIP

If the scanner copies individual pages, follow these steps:

1. *Go to http://pdfmerge.com/*
2. *Click Browse several times, each time adding the next page from where you saved them on your computer.*
3. *Click Merge. Then save the file on your computer.*
4. *Upload to Dropbox as described above.*

HOW TO VIEW GRADED WORK IN COURSE DROPBOXES

1. Login to Griggs Online and select the course to view.
2. On the course's navigation bar, click on Assessments and choose Dropbox from the dropdown menu.
3. Click on VIEW in the Feedback column to the right of a submission with a score.
4. On the VIEW FEEDBACK screen, there may be one or more types of feedback:
   - GIA teachers write comments in the Dropbox Feedback space.
   - If the GIA teacher marked on the submission pages, you will see Attached Files. Click to open and view more comments.
   - Some GIA teachers will record a voice message. Be sure to have the speakers turned on when you click to listen to the audio feedback.
5. If a grade is posted with no feedback or you have questions about a particular assignment, you can email or call the GIA teacher directly. Phone numbers are provided in the instructor introduction on the course homepage. To email the instructor within Griggs Online, go to Classlist, and click on the instructor's name. Students can NOT send an email to an outside email address from Griggs Online. Remember: Griggs online email to Griggs Online email; outside email address to outside email address—don't try to mix the two.

IMPORTANT NOTE:
Keep your account up-to-date so services can be rendered. If you finish ahead of your payment plan, remember that transcripts can only be issued once the account is paid in full.

ADMINISTERING TESTS

The purpose of testing in grades K–8 is to enable the GIA teacher to see strengths and weaknesses so that appropriate guidance can be given. Online courses

available to Grades 6 through 8 students may include assignments or projects as well as tests that are graded by GIA teachers.

Taking Tests
Give tests at the end of each chapter. Parents of Grades 6–8 students must request exam passwords from the K–8 director. Save the chapter tests until the period is completed. Then submit them to GIA as instructed.

At the end of most tests is a signature box. Sign your name if the student did the test without help. If the student had help, write a note of explanation.

Remember:
- All exams MUST be proctored by an adult.
- "Coaching" a student on test answers is not allowed. The proctor/parent may read the question to the student, ask the student to check their work, or point out an area that the student left blank. A proctor may also clarify test directions.
- Textbooks, workbooks or other reference materials may not be used.
- All answers need to be legibly written *by the student*.
- Do not give all the tests on the same day. The test may not give an accurate picture of what has been learned if the student becomes overly tired.

Special Testing Considerations for Grades 1 and 2:
- Most students should be able to write answers by the second period of Grade 1.
- Parent's comments are welcomed, but should be enclosed in parentheses. ( )
- Watch for special test instructions located at the beginning of a test.

HOW TESTS ARE RETURNED

Students will receive their tests and feedback through the dropbox system in Griggs Online. Please retain copies of student tests for your records.

REPORTS

Report cards, which are the final grades, are issued when all tests/submissions for the semester/year are completed. Students need to request a report card. The notice of grade completion form is located on the home page of Griggs Online. Students will receive teacher feedback on each test/submission on Griggs Online as described above.

STUDY TIPS

Schooling will be a family affair as it is in a traditional school. Everyone can contribute to the student's success. Self-discipline will play a large part in successfully completing the course(s).

SCHEDULE: Homeschooling allows your family flexibility in your school schedule. However, consistency helps students achieve their best results. Create a consistent schedule that works for your family and post it close to the work area.

RESEARCH shows that memory consolidation happens during sleep hours. Most students concentrate better and function more clearly during morning hours.

MAKE each hour count! Be rested, alert and have a plan.

DON'T PROCRASTINATE and lose study time, which will result in not accomplishing assignments.

LOOK AHEAD: Survey the guide, textbook and assignment. Inspect graphs, tables, illustrations. Read the summaries. Get an overview of the lesson that will be covered.

- **Email:** griggsk-8@andrews.edu

HIGHLIGHT key vocabulary words or concepts using colored pens or sticky notes.

USE YOUR OWN WORDS: Complete each assignment without copying from the textbook. Explaining an answer in your own words will transfer information to your long-term memory. Use textbooks as references.

ASSOCIATE new ideas/information with previous ones. New ideas must be integrated with previous learning and connections to previous experiences/information created in order to grasp new concepts.

EXPLAIN what you have learned to someone to help define and consolidate the key ideas.

PREPARE thoroughly for tests. Learning is a daily accumulative process.

HOMEWORK is necessary even for students learning at home. Students in Grade 5 should begin reviewing material for science and social studies on their own after school time. After 10–15 minutes of review the student may need a parent to quiz them. This will encourage mastery of the material.

Sample Attendance Report

Griggs International Academy

Attendance Report

Student Cosette Fauchelevent Grade 2nd Period 1

Student Number 182930 Parent Signature Jean Fauchelevent

Total number of days 31

DATES IN SESSION	HOURS IN SESSION	DATES IN SESSION	HOURS IN SESSION
8/17/22	4	9/15/22	7
8/18/22	5.5	9/16/22	4
8/19/22	5	9/26/22	5.5
8/22/22	4.5	9/27/22	6
8/23/22	Vacation	9/28/22	4.5
8/24/22	4	10/3/22	4
8/25/22	4.5	10/4/22	4
8/26/22	5	10/5/22	5
8/30/22	4	10/7/22	6
8/31/22	5.5	10/10/22	5.5
9/2/22	5	10/11/22	6.5
9/5/22	4.5	10/12/22	Absent
9/6/22	4	10/13/22	4.5
9/8/22	4	10/14/22	7
9/9/22	6	10/15/22	4
9/12/22	5	10/17/22	6
9/13/22	4.5		

Note: This sheet is mandatory and must be submitted before grade reports can be released.

You may use this sheet or go to **www.griggs.edu/student-services/forms** to print more copies.

Email this form to giak6submit@gmail.com

Griggs International Academy

Attendance Report

Student _____ Grade _____ Period _____

Student number _____ Parent/Guardian _____

Total number of days _____

DATES IN SESSION	HOURS IN SESSION	DATES IN SESSION	HOURS IN SESSION
		TOTAL DAYS	

Note: This sheet is mandatory and must be submitted before grade reports can be released.
You may use this sheet or go to **griggs.edu/student-services/forms** to print more copies.

CONTINUE TO REVIEW STUDENT MATERIAL

The student will work hard to learn new facts, skills and concepts this year. **Review/reinforce the material often to be sure learning is retained.**

Suggestions for maximizing retention are provided in the lesson plans located in the instructional guides.

Review material from previous lessons prior to beginning each class. Remember to include dates, people and major concepts. End of chapter and unit reviews can provide valuable review. In Science and Social Studies students need to know all bold words and answers to end-of-section questions.

As the parent/tutor, you will determine how much review, repetition and supplemental work the student needs daily. All coursework needs to be completed by the given deadline date which is one year from the date of enrollment. Six (6) weeks after the deadline students will lose access to their coursework and an extension will need to be applied for and the extension fee paid.

REQUIRED ATTENDANCE

Keep an accurate record of school attendance:

- An attendance form is available on Griggs Online.
- Record the **date** and **number of hours** that school was in session each day, even if it was a partial day. NOTE: Students in Grades K–5 need to have a minimum of four hours of schooling daily (five days a week). Students in Grades 6–8 need a minimum of six hours.
- Keep one copy and email a copy to giak6submit@gmail.com with the tests for each period.
- We love to hear about your field trips! Give us a brief description in the comments section of your attendance report.
- Attendance must be submitted for report cards to be released.
- Your local public school district may require a copy of the attendance report.

How to send in school attendance reports:

- Fill in the information for each period on the attendance form. See the sample attendance form below. Write legibly on the attendance forms that are included.
- Please email attendance reports at the end of each period (K–5) and the end of the semester (grade 6–8) to giak6submit@gmail.com or griggsk-8@andrews.edu

PARENT NEWSLETTER

Our mission is to provide excellent Christian education at a distance that does not feel distant. We're here to help you succeed.

Our monthly newsletter shares helpful information and ideas. If there are topics you would find interesting and relevant, please contact the K–8 director.

GUIDELINES FOR ENRICHMENT

Outside of regular school work, there are many activities available to enrich your student's learning and development.

Enrichment is:
- Experiences or activities that challenge a student's abilities
- Stretching his/her mind and rewarding a child's natural curiosity
- Activities that develop skills/understanding beyond the basic requirements

Enrichment is not:
- More of the same
- Busywork
- Activities to keep the child occupied while you do something else

Used correctly, enrichment broadens the student laterally within the same area of study and does not necessarily mean going ahead to the next grade. Some examples are:
- Research to get more information—this often requires uses of reference resources resulting in a written or oral report
- Creative activities where the child completes a project or creates a product such as a poster, a booklet, a mural, a drawing, a story
- A field trip to a particular place related to the subject being studied

Some suggestions for enrichment will be found in the instructional guides. There may be other ideas that can be developed.

Enrichment can involve extracurricular activities—those activities that are not necessarily school related but still provide learning and development opportunities. These may be done privately or in groups.
- Enroll in a class. For example, many children enjoy art, music, gymnastics, Pathfinders, Adventurers or Scout groups and become involved in earning honor badges and other awards.
- Some children enjoy hobbies that they do by themselves or with family members, such as collecting stamps, making models, or creating objects from wood or clay.

Think about practical considerations such as expense, time and availability of resources, transportation and the real learning value of the suggested activity.

GUIDELINES FOR FIELD TRIPS

Many field trips are available to enhance a learning experience related to a topic the student is studying.

Sports events and trips to amusement parks may be of value to the child, but they rarely provide a truly educational experience that is able to be related to a school program or course of study.

Your student will benefit from being involved in planning the field trip and devising an activity that summarizes what has been learned. Preparation includes determining **where** you will go, **why** you want to go there, and **what** you want to see and do. Keep in mind, some places require advance arrangements.

Sometimes it is helpful to have your student make a list of things to do or see, or questions to be answered as you visit the site.

Your student might benefit from a culminating review of your experience. What did you see? What did your student learn? What was of most interest? How did this experience relate to the subject you are studying? One positive way to follow up is to encourage the child to share the experience.

Some examples of culminating activities are:

Written report	Hands-on project
Oral report	PowerPoint presentation
Discussion	Bulletin board
Display art project	Scrapbook
Mural/diorama	Video presentation

After the field trip, take time to express appreciation to those who made your visit possible. Help your child write a thank-you note and perhaps include a drawing

or other means of indicating what was learned. Your own note of thanks will serve as an example and will help to encourage your child in future courteous expressions.

We would love to hear about your field trips! Submit your best photos for possible inclusion in the newsletter.

ALL COMMUNICATION

Our primary means of communicating is via email. The K–8 director can be reached at the following email: griggsk-8@andrews.edu.

Please include the following details whenever you communicate with GIA.

- Student name
- GIA student number (on financial statements and in your enrollment email)
- GIA course title(s)
- Parent name, phone and email

EDUCATIONAL PORTFOLIO

It is recommended that every student create an educational portfolio for each academic year. Items that should be placed in the portfolio include:

- List of textbooks and ISBN numbers that were used during the school year
- Reading list for non-textbooks that the student read during the school year, both independently and as part of the curriculum
- Homework samples—a few selections from each chapter/unit
- Tests and projects
- Reviews and evaluations from their Griggs teachers
- Report cards
- List of events such as field trips taken, educational trips, extracurricular events such as music lessons, art and science fairs
- List of community service activities, Bible projects, church events in which the student participated
- School attendance

It is our recommendation that parents hold a physical file for one year, then convert it to a digital file, stored in two separate locations. Scanning each document can create a digital file. If you do not have access to a scanner an office supply store can scan the items, for a fee. Educational portfolios should be kept until the student has entered and been accepted into college.

Educational portfolios are legal records of the student's academic activities.

It is the parent/guardian's responsibility to be familiar with, and complete all the reporting requirements for the state or country in which you reside.

Griggs International Academy

High School Handbook

PROGRAM ADVISOR

HIGH SCHOOL

Lamar Nangle
Phone: 301-680-6585
Email: griggsadvisor@andrews.edu

Mr. Nangle, vice principal, director of NAD Services and APASS, has a Master of Science in psychology. He has worked at Griggs since 2002, giving him a broad and rich background that helps him advise and guide students with unique challenges.

"I really enjoy forming friendships with the students and seeing their successes."

High School Diploma Requirements

DIPLOMA ELIGIBILITY

Griggs International Academy is dedicated to providing excellent academic opportunities to extend educational and career pathways. Griggs provides two types of diplomas in which to attain preparation for these life goals.

Grade Placement. To be eligible for ninth grade (freshman), a student must have successfully completed the eighth grade. Grade placement is credit-based. The student must complete the previous grade with the minimum credit totals as follows:

- 5.5 units—Grade 10 (sophomore)
- 10.5 units—Grade 11 (junior)
- Academics 15.5 units—Grade 12 (senior)

To qualify for graduation, the student must complete 21 or 25 credits, meeting the specifically stated graduation requirements.

College Prep diploma. Provides the opportunity for students to broaden their educational foundation through the study of a Modern Language—a requirement for most four-year degree colleges—and increase academic rigor in math and science courses in preparation for college-level study as well as gaining a competitive edge in the workplace. This diploma requires at least 25.0 units of credit in specific areas of study. At least 6.0 credits must be completed with GIA, three (3) classes of which must be within the senior year. Griggs uses the Carnegie Unit which is equal to 45–50-minute class periods per week for an 18-week term (60 hours) = 0.5 of credit per semester.

Standard diploma. Provides comprehensive curricular foundation for students seeking to prepare for higher education and achieve career goals requiring at least 21.0 units of credit in specific areas of study. At least 5.0 credits must be completed with GIA, two (2) classes of which must be within the senior year.

Each diploma is in alignment with the Adventist Accreditation Association and Middle States Accreditation standards as well as approved by the Maryland Board of Education as a non-public high school. GIA will prepare a personalized plan of study that lists the units (courses) necessary to complete a College Prep or Standard diploma. The Diploma Fee (please see "Miscellaneous Fees") is charged during the student's senior year.

GRADUATION CEREMONY REQURIEMENTS

Once a year, GIA offers a synchronous online graduation ceremony. Qualifying students will be invited to participate. Students who participate in graduation will still need to complete all graduation requirements before a diploma is officially released.

To verify accreditation, please view this link:
msa-cess.org/school-profile/?oId=0065e00000B8Sl8&typ=school-profile

College Preparatory Diploma Requirements: 25 units *(2.0 minimum GPA for College Prep Diploma)*

- 4 units of English (must include one unit of American Literature)
- 4 units of math (must include Algebra I, Geometry, Algebra II or higher level math course; if Pre-Algebra is completed, an additional math credit is required).
- 4 units of science (must include Biology and one higher level science)
- ½ unit of Health
- 1 unit of Physical Education
- 3 units of history and social sciences (must include U.S. History and U.S. Government)
- 1 unit Business and Technology
- 1 unit of fine arts
- 2 units of modern languages (same language)
- 4 units of religion (1 unit of religion required for each 5 units taken with GIA, or may be petitioned)
- ½ unit of an additional course
- Minimum 20 hours per year of community service
- ACT/SAT test scores (required)

Standard High School Diploma Requirements: 21 units

- 4 units of English (must include one unit of American Literature)
- 3 units of math (must include Algebra I; if Pre-Algebra is completed, an additional math credit is required)
- 3 units of science (must include Biology)
- ½ unit of Health
- 1 unit of Physical Education
- 3 units of history and social sciences (must include U.S. History and U.S. Government)
- 1 unit Business and Technology
- 1 unit of fine arts
- 4 units of religion (1 unit of religion required for each 5 units taken with GIA, may be petitioned)
- ½ unit of an additional course
- Minimum 20 hours per year of community service
- ACT/SAT test scores (recommended)

Recommended High School Course Schedule
The charts on the next page represent a recommended pattern of study for the high school diploma program. The order in which these courses are studied will vary from student to student. High school graduation requirements are listed to the left (see Diploma Eligibility). If taking GIA religion courses conflicts with your personal convictions, please discuss with the GIA advisor.

Transferring Credit to GIA
Recording of accredited transfer credits will be done after a student earns 3.0 GIA credits.

Students may enroll with GIA at any time. GIA will not be responsible for non-acceptance of credit by any other institution. Students are responsible for obtaining proper authorization prior to enrolling in GIA courses.

College courses are available to pre-approved, qualifying, currently enrolled Griggs students.

High School Diploma Plan of Study

College Preparatory Diploma

*Minimum of 25 Carnegie Units**

Grade 9

	UNITS
Bible I	1
English I	1
Algebra I	1
Business and Technology	1
Science	1
Physical Education *(any year)*	½
Additional course	½
Community Service[1]	0

Grade 10

Bible II	1
English II	1
History & Social Science course	1
Geometry[3]	1
Biology	1
Health	½
Independent Physical Fitness[4] *(any year)*	½
Community Service[1]	0

Grade 11

Bible III	1
American Literature	1
U.S. History	1
Algebra II[3]	1
Chemistry/Physics/A&P	1
Modern Language	1
Community Service[1]	0

Grade 12

Bible IV	1
British & World Literature	1
U.S. Government	½
History & Social Science	½
Math	1
Chemistry/Physics/A&P	1
Modern Language	1
Fine Arts *(any year)*	1
Community Service[1]	0
SAT/ACT test scores	0

Standard Diploma

*Minimum of 21 Carnegie Units**

Grade 9

	UNITS
Bible I	1
English I	1
Algebra I	1
Business and Technology	1
Science	1
Physical Education *(any year)*	½
Community Service[1]	0

Grade 10

Bible II	1
English II	1
History & Social Science	1
Algebra I/Geometry[3]	1
Biology	1
Independent Physical Fitness[4] *(any year)*	½
Community Service[1]	0

Grade 11

Bible III	1
American Literature	1
U.S. History	1
Algebra II/Geometry[3]/Math	1
Science	1
Health	½
Community Service[1]	0

Grade 12

Bible IV	1
British Literature	1
U.S. Government	½
History & Social Science	½
Fine Arts	1
Additional course	½
Community Service[1]	0

[1] *A minimum of 20 hours of community service each year with Griggs.*

[2] *University/Dual credit—approval of qualifications and educational site by GIA High School advisor prior to enrollment.*

[3] *Algebra I or its equivalent must be completed before Geometry or Algebra II may be taken.*

[4] *Students MUST complete GIA's Physical Education course before enrolling in the Independent Study Physical Fitness course.*

** Carnegie Unit = five 45–50-minute class periods per week for an 18-week term (60 hours) = 0.5 of credit per semester.*

Additional Course Options

Business and Technology

Coding I	½
Coding II	½
Digital Media I	½
Digital Media II	½
Principles of Information Technology	1

Fine Arts

Art in World Cultures	½
Culinary Arts	½
Photography I	½
Fashion and Interior Design	½
Fine Arts Independent Study	½
Music Appreciation	½

Health and Physical Education

Physical Fitness *(Independent Study)*	½

History and Social Sciences

African American History	½
Criminology	½
Holocaust History	½
World History	1

Mathematics

Consumer Math	1
PreCalculus	1

Modern Languages

American Sign Language I	1
American Sign Language II	1
Spanish I	1
Spanish II	1

Sciences

Anatomy and Physiology (A&P)	1
Chemistry	1
Earth Science	1
Forensic Science I.	½
Forensic Science II	½
Physics	1
Physical Science	1

College & Career

Entrepreneurship	½
Keyboarding[2]	½
Preparing for College and Career	½

(Course offered through Adventist Learning Community)

All courses are available online through your computer or mobile app. Use of Chromebook or Lenova is not endorsed by Griggs due to their low performance capacity. Most do not support the interactive function in the courses. Tablet and mobile devices have support but certain functionality may be limited. This should not be your primary way of accessing the course. No proctored tests should be taken on a tablet or mobile device.

Business and Technology *(Applied Art)*

*1 Unit Required—**Standard and College Prep***

Coding I (1 Unit)
1187
Learning to code is like learning a clandestine language, and now is your chance to get in on the secret! In this course, you will learn about the building blocks of coding. You'll explore how real-world problems can be broken into algorithms described through coding and then use the approachable and versatile coding language of Python to generate the output you're looking for. You'll cover both procedural and object-oriented programming and even create two text-based adventure games along the way. Are you ready to get in on the secret?

Coding II (½ Unit)
1188
Let's continue to cultivate an understanding of programming languages and expand on website development. You will learn the difference between web development and web application development as well as further explore Advanced Python, HTML, and JavaScript. You will also examine software engineering concepts, learn more about security, privacy, and ethics in technology, and explore the wide variety of careers in computing.

Digital Media I (½ Unit)
1189
Discover your talent for building digital media applications using text, graphics, animations, sounds, videos, and more! Learn about the elements that make impressive media, such as typography, color theory, design, and manipulation. Explore careers to apply your digital media skills and find your place in this fast-paced and exciting field!

Digital Media II (1 Unit)
1190
Let's polish your digital media skills and help you learn all about web design. Incorporate your creative ideas into websites and discover the basics of marketing to understand how your work can be used effectively. You'll also explore the world of podcasts and audio editing to construct a solid foundation from which you can pursue a career in this exciting field.

Entrepreneurship (½ Unit)**
1095
Do you dream of owning your own business? This course can give you a head start in learning about what you will need to own and operate a successful business of your own. You will explore creating a business

Note for MAC users: *Students using a MAC computer should notify the instructor immediately upon enrollment.*
Dropbox/Printer: Projects are submitted via the Griggs Online Dropbox, therefore a printer is not necessary for completion of the course.

plan, financing a business, and pricing products and services. You will also learn more about the regulations that apply to businesses, marketing products and services, and the legal and ethical guidelines that govern businesses.

Keyboarding (½ Unit)
1101
Note: *For students without previous keyboarding experience; upon GIA advisor approval. Credit applies as elective credit only.*
This is a skill-building course that emphasizes proper keyboarding technique. You will work toward goals that develop speed and accuracy. The final competency exam must be successfully completed in order to pass this course.

Principles of Information Technology (1 Unit)
1024
Are you ready to develop your understanding of computers from the inside out? In this course, you will discover hardware and software options for a computer, how computers work together to create networks, and how the internet works. You will explore the major types of software categories you will need to know in most professional spaces including word processing, spreadsheets, and database information. You will also develop skills like programming and app building before putting everything together in a final project where you'll build an e-book. Let's get started!

English

*4 Units Required—**Standard and College Prep***
(must include 1 unit American Literature)
Literature Texts List

Note: *Please consult with the high school advisor to decide which sequence of English courses will best meet your needs.*

American Literature (1 Unit—*required)*
572—textbooks required
Prerequisites: English I and English II
This study covers the birth of the North American continent up through the present. You will be introduced to early North American cultures—Native American myths and legends, and the writings of early English and Spanish explorers. You will study the settlement along the East Coast by reading several narratives of the Puritans' experiences including the 20th-century play, "The Crucible." As the nation takes shape, you will explore various speeches and writings of various authors and poets including the Fireside poets, who celebrated American themes. The works of Emerson and Thoreau and the innovative poetry of Walt Whitman and Emily Dickinson will complete your course of study.

English I (1 Unit)**
1133—eBook fee: $20 + misc. paperbacks
This course provides an opportunity for you to examine different authors and writing styles, thus observing how different authors choose different genres and construct stories, essays, and speeches to achieve varied goals. The course will be equipped with tools for understanding the writing process and given the opportunity to grow as an author. Through reading, writing, speaking, and listening, you will learn to craft your own sentences and paragraphs into well-planned essays illustrating the basic components of narrative and persuasive essays. Overall this course will guide you in becoming a better thinker, reader, writer and speaker.

English II (1 Unit)
1174—misc. paperbacks
Prerequisite: English I or equivalent
In this course you will be introduced to a collection of literature in a wide range of genres. In each unit you will learn effective strategies to review the genre types with an understanding of literary elements. Faith-based reflections and personal application of the themes will add a depth to your study. Grammar skills will supplement your literature review, and this will help you hone your personal writing style. Projects in this course will include presentations to enhance your public speaking skills.

British and World Literature (1 Unit)
1149—eBook fee: $20 + misc. paperbacks
Prerequisites: English I and English II
In this course, you will take a thematic journey through British and world literature. Themes such as heroism, society, and growth are connected through classic works from the time when Vikings raided the coasts of England, through the Middle Ages, the Renaissance, The Enlightenment and the Victorian era. You will study literature into the 20th and 21st centuries such as the Canterbury Tales, Pride and Prejudice, Gullivers Travels, and the Importance of Being Earnest. Literature on human justice for the struggle of rights under the British Empire has also been included in the "World" literature part of this course. Essays, speeches, and films are included to help you become a critical thinker, reader, writer, and communicator. Works will be tied to their historical contexts through an Adventist faith connection and analyzed to draw out ideas that are relevant to the modern world. You will learn to write in response to literature and to create original projects to express your views and ideas.

Fine Arts

*1 Unit Required—**Standard and College Prep***

Art in World Cultures (½ Unit)**
1087
Who is the greatest artist of all time? Is it Leonardo daVinci? Claude Monet? Michelangelo? Pablo Picasso? Is the greatest artist of all time someone whose name has been lost to history? You will learn about some of the greatest artists while also creating art of your own, including digital art. We will explore the basic principles and elements of art, learn how to critique art, and examine some of the traditional art of the Americas, Africa and Oceania in addition to the development of Western art.

Culinary Arts (½ Unit)**
1094—not supported internationally
Food is fundamental to life. Not only does it feed our bodies, but it's often the centerpiece for family gatherings and social functions. In this course, you will learn all about food including food culture, food history, food safety and current food trends. You will also learn about the food service industry and try your hand at preparing some culinary delights. Through hands-on activities and in-depth study of the culinary arts field, this course will help you hone your cooking skills and give you the opportunity to explore careers in this exciting industry.

Fashion and Interior Design (½ Unit)**
1086
Do you have a flair for fashion? Are you constantly redecorating your room? If so, the design industry might just be for you! In this course, you will explore what it is like to work in the industry by exploring career possibilities and the background that you need to pursue them. Get ready to try your hand at designing as you learn

the basics of color and design then test your skills through hands-on projects. In addition, you will develop the essential communication skills that build success in any business. By the end of the course, you will be well on your way to developing the portfolio you need to get your stylishly clad foot in the door of this exciting field.

Fine Arts Independent Study (½ Unit)
1085
***Note**: Must have prior approval by GIA academic advisor before enrollment*
Participating in Fine Arts is a skill or talent that helps you become a well-rounded, great student. If you are a motivated, self-directed student, who wants to hone your music or art abilities under the direction of a qualified local teacher, then this course is for you. You will set and achieve a personal goal during a semester through practice, performance, and event attendance. Completion of this course requires dedicated practice and self-reporting in a timely manner.

Music Appreciation (½ Unit)**
1093
Music is part of everyday lives and reflects the spirit of our human condition. To know and understand music, we distinguish and identify cultures on local and global levels. This course will provide you with an aesthetic and historical perspective of music, covering a variety of styles and developments from the Middle Ages through the 21st Century. You will acquire basic knowledge and listening skills, making future music experiences more informed and satisfying.

Photography I (½ Unit)**
1089
Have you ever wondered how photographers take such great pictures? Have you tried to take photographs and wondered why they didn't seem to capture that moment that you saw with your eyes? This Photography I course focuses on the basics of photography, including building an understanding of aperture, shutter speed, lighting and composition. You will be introduced to the history of photography and basic camera functions. You will use the basic techniques of composition and camera functions to build a portfolio of images, capturing people, landscapes, close-up and action photographs.

Health and Physical Education

*1½ Units Required—**Standard and College Prep** (must include 1 Unit Physical Education and ½ Unit Health)*

Health (½ Unit)
987—textbook required
CREATION Health is a lifestyle philosophy developed by AdventHealth to promote healthy, balanced, spiritually-fulfilled living that encourages individuals to reach their personal goals and positively influence others to do the same. CREATION Health is an acronym with eight principles: Choice, Rest, Environment, Activity, Trust, Interpersonal relationships, Outlook and Nutrition. By encouraging and empowering positive actions in these areas, the CREATION Health initiative can help students achieve a life that is vibrant and satisfying.

Physical Education (½ Unit)
1044
This course is designed to provide you with the basic skills and information needed to begin a personalized exercise program and maintain an active and healthy lifestyle. In this course you will participate in pre- and post-fitness assessments in which you will measure and analyze your own levels of fitness based on the five components of physical fitness: muscular strength, endurance, cardiovascular fitness, flexibility and body composition. Since all areas of health are connected and affect our overall well-being, other areas of health, such as nutrition, stress management, and mental health, are also covered. This course requires 18 weeks of work but can be condensed to no fewer than 16 weeks to accommodate the exercise requirements.

Physical Fitness-Independent Study (½ Unit)
1032
Prerequisite: Physical Education
This course is designed for full-time homeschool students who are committed to regular physical activity as part of a healthy lifestyle. If you already participate in extracurricular sports (e.g. swimming), or choose to do regular aerobic activity (e.g. biking, jogging) this course offers academic credit for that activity. The course requires 18 weeks of work but can be condensed to no fewer than 16 weeks. You will participate in planning, executing and reporting weekly workouts, and learn about healthy lifestyle topics along the way. This is self-directed, but does require weekly check-ins, and you will show an improvement between a pre-test and post-test assessment.

History and Social Sciences

*3 Units Required—**Standard and College Prep***
(must include 1 Unit U.S. History and
½ Unit U.S. Government)

African American History
1178
How have African Americans shaped the culture of the United States throughout history? Tracing the accomplishments and obstacles of African Americans from the slave trade through emancipation, and to the modern African diaspora, you will learn about the political, economic, social, religious and cultural factors that have influenced African American life. In African American History, you'll come face to face with individuals who changed the course of history and learn more about slavery, racism, and the Civil Rights Movement. You will also explore how the history of African Americans influences current events today.

Criminology (½ Unit)**
1091
In today's world, crime and deviant behavior rank at or near the top of many people's concerns. In this course, you will study the field of criminology—the study of crime. You will look at possible explanations for crime from the standpoint of psychological, biological and sociological perspectives, explore the categories and social consequences of crime, and investigate how the criminal justice system handles not only criminals, but also their misdeeds. Why do some individuals commit crimes while others do not? What aspects in our culture and society promote crime and deviance? Why are different punishments given for the same crime? What factors ... from arrest to punishment...help shape the criminal case process?

Holocaust History (½ Unit)**
1092
Holocaust education requires a comprehensive study of not only times, dates, and places, but also the motivation and ideology that allowed these events. In this course, you will study the history of anti-Semitism, the rise of the Nazi party, and the Holocaust, from its beginnings through liberation and the aftermath of the tragedy. The study of the Holocaust is a multi-disciplinary one, integrating world history, geography, American history and civics. Through this in-depth, semester-long study of the Holocaust, you will gain an understanding of the ramifications of prejudice and indifference, the potential for government-supported terror, and will get glimpses of kindness and humanity in the worst of times.

U.S. Government (½ Unit—*required)***
1170
The American system of government cannot and will not exist unless its citizens are able to understand and put to practice basic democratic principles such as separation of powers, majority rule with minority rights, individual liberty, and individual and community responsibility. These are the principles that make the foundation upon which the United States of America rests. This course covers the origins and foundations of the U.S. Government, the Legislative, Executive and Judicial branches, rights and freedoms, political

parties, the electoral process, state and local governments, and how its citizens participate in its process.

U.S. History (1 Unit—*required)*
1167
How did the United States become one of the world's most powerful nations? You will learn that it all started from a handful of colonies who endured many hardships such as the freezing cold winters of New England. In this U.S. history course you will study which people and events were key to the foundation of today's U.S. society. Who wrote the Declaration of Independence? Was it one or many authors? Why is the Battle of Gettysburg considered the most significant battle in the Civil War? Who memorized the details for a water-powered machine that helped cause the Industrial Revolution? Throughout this intriguing course you will delve into the topics from the American Revolution all the way to the present events that are currently shaping U.S. history.

World History (1 Unit)**
1173
People, their acts, thoughts and viewpoints, not just past events, are the focus of world history. This course will prepare you for college, career and civic responsibility by developing critical thinking and inquiry skills. You will use various resources, including interactive primary sources, to piece together stories and uncover the truth. You will make links to real-world engaging issues by including current events in your study. You'll learn about the development and collapse of some of the world's most powerful kingdoms in the Americas and Africa, then return to Renaissance and Reformation-era Europe before diving into the age of discovery.

Mathematics

*3 Units Required—**Standard***
*4 Units Required—**College Prep***
(must include 1 unit Algebra)

***Note:** Students need to consult with the high school advisor before deciding which sequence of Mathematics courses best meets their needs.*

Pre-Algebra available only upon recommendation of high school advisor. Course description available upon request.

Algebra I (1 Unit—*required)**
1182—textbook and calculator required
In this course you will learn the basics of algebra. You will begin with how variables are used in forming algebraic expressions and how expressions are used in forming equations and inequalities. After reviewing the properties of real numbers and the operations that can be performed on them, you will focus on writing, solving and graphing linear equations in one and two variables. You will then extend these skills to solving and graphing linear inequalities. You will explore exponents and their functions, work with polynomials and their equations and solving quadratic equations. The course concludes with solving and graphing square root equations. Upon successful completion, you should have a solid foundation and preparation to tackle higher level math courses.

Algebra II (1 Unit)**
1020
Prerequisite: Algebra I
Remember all the techniques and concepts learned and used in Algebra I? Now you will get to use them in this class. After a brief basic review, you will dive into the study of quadratic polynomials and formulas, then look at their functions and uses. We will once again look at polynomial equations but take it a step further to higher-degree. The geometry of lines and conic sections will also be studied in this class. Instead of just one or two variable quadratics, you will learn how to solve three variable quadratics, as well as vectors and the polar coordinate system.

Finally, you will learn how logarithmic, exponential and trigonometric functions are applied to real world situations.

Consumer Math (1 Unit)**
1132
Prerequisite: Algebra I
Develop a strong foundation in logical thinking and problem solving that will enable you to make informed decisions regarding matters of money and finances as a Christian in today's world. This course furthers the development of algebra, geometry, trigonometry, and statistics. Other topics studied include stewardship, tithing, philanthropy, finance economics, amortization, supply and demand, revenue and profit functions, loans, compound interest and continuous interest, credit card debt, car ownership, and budgets. Money can be the root of all evil, but it doesn't have to be if it is handled well.

Geometry (1 Unit)**
1013
Prerequisite: Algebra I
Did you know that Geometry comes from the desire to measure the earth? Geo- means earth and –metry means measurement. Geometry is the study of how things are measured and the properties of objects with regards to these measurements. In this class, vocabulary is very important. There will be theorems and proofs that will need to be learned and memorized. You will learn about planes, not the kind that fly in the sky, but flat, two-dimensional surfaces. You will also take what you learned in Kindergarten about triangles and circles and investigate further. You will also learn how to measure solid figures using the theorems.

PreCalculus (1 Unit)**
1201—eBook fee: $50
Prerequisite: Algebra II and Geometry
You, a mathematic analyst, investigate how advanced mathematics concepts are used to solve problems encountered in operating national parks. As you venture from algebra to trigonometry, you analyze and articulate the real-world application of these concepts. The purpose of this course is to study functions and develop skills necessary for the study of calculus. This course includes algebra, analytical geometry and trigonometry.

Modern Languages

*2 Units Required—**College Prep***

American Sign Language I
1175
American Sign Language is the third most commonly used language in north America! In this course you will learn introductory vocabulary and simple sentences so you can start communicating right away. You will move on to grammatical structures through expanding your vocabulary with hundreds of new signs. Additionally, you will explore interesting topics like Deaf culture--communities, arts, and learn about careers where you can use your ASL skills.

American Sign Language II
1191
It's time to move beyond introductory ASL signs and start forming more compelling signs for communication. Explore how expressions can enhance signs and lend dimension to conversations, while learning vocabulary for descriptions, directions, shopping, making purchases, and dealing with emergencies.

Spanish I (1 Unit)**
1081
¡Bienvenidos! Welcome! Take a virtual tour and explore the cultures of countries such as Spain, Cuba, Colombia, and Argentina as you learn how to greet people, introduce yourself and speak about your home, family, school, and community. As you learn basic vocabulary and grammar skills, you will expand your knowledge and learn to speak about more complex topics such as shopping, weather, sports, entertainment, and leisure ac-

tivities. You will even learn how to order your own food at a restaurant—that alone would make it worth it! The course introduces new words and phrases with pictures, audio clips, and examples. There are many opportunities to practice through interactive activities in the form of games, written practice, and listening and speaking exercises. "¡Aprende español con nosotros!"

Spanish II (1 Unit)**
1082
Prerequisite: Spanish I
"¡Vamos a ir de vacaciones!" Travel virtually through Central America and the Caribbean, spending time in museums, traffic jams, and even the hospital! Meet people from many different countries and cultures. While waiting for the plane ride home, you will also meet some Spanish-speaking people from different parts of the United States. The purpose of this course is to strengthen Spanish listening, speaking, reading, and writing skills. You will experience the beauty and expressiveness of a language that is shared by different people and cultures throughout the world! "¡Aprende español con nosotros!"

Religion

*4 units Required—**Standard and College Prep***

Bible I Encounter (1 Unit)
1073
Have you ever wondered what God is like, or if He even exists? Many people, even ones who are raised Christian, ask these big questions at some point in their lives. As you take this course you will explore these big questions that are foundational to encountering God and building a relationship with Him. You will also meet God in the flesh through His Son Jesus, who God sent to save humanity. You will cover the first months of Jesus' life as well as His last week. It may not sound like a lot of time, but these short weeks make up most of what the Bible tells us about Jesus in the Gospels. Last you will be looking at some of God's greatest gifts to you. You will study the most precious gift anyone has ever received—the gift of grace! Grace allows us to fully experience another one of God's gifts—the gift of identity. Finally, you will look at God's first gifts to us, creation and the Sabbath. If you have ever felt like Sabbath is a burden rather than a gift for us to enjoy this course will change the way you see the Sabbath and Jesus who is the Lord of the Sabbath.

Bible II Encounter (1 Unit)
1134
So how did the church get here anyway? It definitely didn't just appear out of nowhere. You might think that it began with the disciples and the early Christian church. You will learn that they were a part of the formation of the church today but God's church actually started all the way back in the Old Testament. God gave Moses specific instructions on how the first sanctuary should be, based off of the heavenly sanctuary. As you journey through the Old Testament to the early Christian believers to modern times, you will see God's plan and purpose carried out by many prophets, people and nations. Through expeditions across the desert to wars, from shipwrecks to persecution, God's church has remained. You will learn about God's remnant church and how you are involved in keeping the faith going.

Bible III Encounter (1 Unit)
1151
One of God's greatest gifts to us is His Word: the Bible. This remarkable collection of writings teaches us about God's character and His plan for salvation through His Son, Jesus Christ. The Bible has endured for centuries and has transformed lives and societies whenever its wisdom is studied and lived through the power of the Holy Spirit. Through the early church, the Reformation, and start of the Adventist movement, the Bible has been a light in the darkness.

In this course you will study the Bible's role in history as well as how to best understand it. You will also evaluate its unique claim with 100 percent accuracy of being able to predict future events through our study of Daniel and Revelation. Both of these books reveal God's love and desire to save us from sin.

Finally, we will look at how a small group of people who believed Jesus was coming again formed a remarkable movement: the Seventh-day Adventist Church.

Bible IV Encounter (1 Unit)
1171
The primary focus of Bible IV Encounter is to focus on Godly relationships. We start with an exploration of worldviews and religions and then ethics and morality to learn how others view the world, with the goal of building empathy and understanding toward others so you can better love your neighbor as yourself, and bring Jesus to those who do not know Him, should they want that.

During the second semester, practical relationship skills are taught to strengthen friendships and family relationships. The Bible is full of wisdom on how to best love those closest to us.

Finally, our relationship with God is explored through the Gospel of John, with an emphasis on building skills for Bible study and worship going into your collegiate and young adult years.

Sciences

*3 units Required—**Standard (must include 1 unit Biology)***
*4 units Required—**College Prep (must include 1 unit Biology; 1 unit higher-level science)***

Anatomy and Physiology (1 Unit)**
1186
Prerequisite: Biology
Explore the organization of the human body and how it works. Acquire knowledge necessary to understand what the body is doing and how you can help the body cope with many different situations. Body systems will be studied in order to understand how their structure, location and function allow for interaction with other parts of the body.

Biology (1 Unit—*required)*
1131—eBook Fee: $20
Life is beautiful! Discover the amazing world that God has created for us to enjoy in so many new and different ways. From the tiniest bacteria to the enormous blue whale, along with their respective environments, you will find design and evidence of our God as Creator in this virtual lab-based course. The study of all living things, including animals, plants, fungi, protists & bacteria, is truly a confirmation of the awe-inspiring creation in which we live.

Chemistry (1 Unit)**
1027
What happens when you mix vinegar and baking soda? Why does water boil when it gets hot? Who discovered the first atom? At its very core this course explains how chemistry makes life possible. No matter where you work, play or sleep, chemistry is always there it's just labeled in many different ways. This virtual lab-based course will explore cool topics such as electrons in atoms, chemical reactions, electrochemistry, thermochemistry and nuclear chemistry—to name just a few. But most importantly, it portrays the intricate details that God has created to make our world special and at the same time hopefully enhance your interest in the many forms of chemistry as it affects everything you do!

Earth Science (1 Unit)
1054— eBook & lab fee: $20 + misc. paperback
Asteroids, granite rock, fossils, rain, the sun and the Grand Canyon… what do all of these have in common? These are just some of the everyday evidences of a Creator God that you will study in this class. You will explore the biblical origin of the earth and learn to interpret the evidences and information that surround the debate of creation vs. evolution. This virtual lab-based course also provides evidences and understanding of God in the areas of astronomy, meteorology, geology,

oceanography, and environmental science as well. Although you may not agree with everything you read in the textbook, it will allow you to discuss what others believe and hopefully bring you into a better understanding of the One who created it all!

Forensic Science I (½ Unit)**
1083—not supported internationally
Fingerprints. Blood spatter. DNA analysis. The world of law enforcement is increasingly making use of the techniques and knowledge from the sciences to better understand the crimes that are committed and to catch those individuals responsible for the crimes. Forensic science applies scientific knowledge to the criminal justice system. This course focuses on some of the techniques and practices used by forensic scientists during a crime scene investigation (CSI). Starting with how clues and data are recorded and preserved, you will follow evidence trails until the CSI goes to trial, examining how various elements of the crime scene are analyzed and processed.

Forensic Science II (½ Unit)**
1084— not supported internationally
Although the crime scene represents the first step in solving crimes through forensic science, the crime laboratory plays a critical role in the analysis of evidence. This course focuses on the analysis of evidence and testing that takes place within this setting. You will examine some of the basic scientific principles and knowledge that guides forensic laboratory processes, such as those testing DNA, toxicology and material analysis. Techniques such as microscopy, chromatography, odontology, entomology, mineralogy and spectroscopy will be examined.

Physical Science (1 Unit)
1053— eBook & lab fee: $20
Have you ever been intrigued by lightning and want to know what it really is and what causes it? Or maybe you are fascinated with the speed of light? Physical Science helps you to understand the physical environment in which you live and apply scientific principles to these everyday observations you encounter. It will also expand your knowledge in areas such as different forms of energy, interactions of force and motion, the fundamental structure and properties of matter, things that lay and wait for investigation in the amazing creation God has provided for us!

Physics (1 Unit)**
1014
If you find gazing at the stars like Galileo or dodging apples falling from a tree like Newton interesting, this is the class for you! In each module of Physics, you will discover the contributions of scientific geniuses like Galileo, Newton and Einstein. Through their work, you will learn the concepts, theories and laws that govern the interaction of matter, energy and forces. From tiny atoms to galaxies with millions of stars, the universal laws

*****UNIVERSITY OF CALIFORNIA A–G LIST APPROVED COURSES***

- African American History
- Algebra I
- Algebra II
- American Sign Language
- Anatomy and Physiology
- Art in World Cultures
- Biology
- British and World Literature
- Chemistry
- Coding I
- Coding II
- Computer Literacy
- Consumer Math
- Criminology
- Culinary Arts
- Digital Media I
- Digital Media II
- Digital Photography
- English I
- English II
- Entrepreneurship
- Fashion and Interior Design
- Forensic Science I
- Forensic Science II
- Geometry
- Holocaust History
- Music Appreciation
- Photography I
- Physics
- PreCalculus
- Spanish I
- Spanish II
- U.S. Government
- U.S. History
- World History

of physics are explained through real-world examples. Using laboratory activities, simulations, images and interactive elements, you will follow in the footsteps of some of the world's greatest thinkers.

Elective

Preparing For College and Career (½ Unit)
A comprehensive faith-based journey through personal management, college and career exploration; preparing teens for life after high school. This course is an engaging self-paced, teacher facilitated 9-unit course created with sophomores in mind but open to all high schoolers. Developed by Andrews University and hosted by Adventist Learning Community. Teachers can freely download all unit material at circle.adventist.org/collegeprep

Dual Enrollment/ Advanced Placement Credit

Dual Enrollment is an initiative developed by Andrews University to provide an amazing opportunity for high school students enrolled in Grades 10, 11 or 12 to earn Andrews University credit during their high school experience. Students who meet admission criteria can enrich their education with Andrews University courses.

Griggs encourages enrollment of qualified students, so go online and find the latest information about courses available during high school on the Andrews University website: **andrews.edu/services/precollege/** and then talk with the GIA academic advisor to figure out which class will be the right one for your plan of study. Courses must be approved by the GIA academic advisor BEFORE enrollment.

You're eligible to take Andrews University classes if you meet the following criteria:

- You are enrolled in grade 10, 11, 12 or equivalent education levels.
- You have a minimum cumulative GPA of 3.00 from an accredited high school. If a transcript from an accredited high school cannot be submitted, Andrews requires standardized test scores.
- If your first language isn't English, you must provide evidence of English proficiency.
- Andrews University requires signed approval from a parent and high school registrar.

There are a few financial requirements:

- Cost: $145 per credit + $75 per semester. You must register for and start the course(s) **before** you graduate from high school.
- You can take a maximum of two courses per semester. You must meet any prerequisites.
- If you decide to attend college full-time at Andrews University, you can request that up to 30 of your undergraduate credits taken as a high school guest student apply toward your proposed degree. You must have earned at least a C in each course for said course to be accepted for degree credit. See Andrews University website for details: andrews.edu/services/precollege/.

Student's responsibilities:

- GIA students must receive clearance from the GIA academic advisor and registrar BEFORE enrollment.
- As a guest student taking Andrews University classes, you are held to the same academic policies, procedures and deadlines as University students.
- Commit eight (8) hours per week to college level learning.

Diploma-seeking students wishing to take college credits outside of Andrews University are required to have prior authorization from the GIA academic advisor.

ADVANCED PLACEMENT (AP)

GIA does not specifically offer AP courses within our curriculum. We do accept accredited AP transfer credit if the student has completed the work prior to enrolling in GIA as a diploma-seeking student.

Since GIA is not a testing site for AP courses, a current diploma-seeking student can get AP credit by

obtaining pre-approval by the academic advisor. The student can take the exam at an approved site and have the the scores submitted to GIA. Recording fees would apply.

Weighted GPA vs. Unweighted
University credit and AP courses are weighted differently than traditional courses. See the following chart:

Grade	(Regular)	(University Credit/AP course
A	4.0	5.0
B	3.0	4.0
C	2.0	3.0
D	1.0	2.0

**Students must attain a grade of C or higher*

**GIA transcripts will record weighted and unweighted GPAs*

Credit Recovery Courses

Credit recovery is a way for students to get back on the educational track after failure of a course without restructuring the school schedule or loss of time waiting for the next school year. Students may take a condensed version of the course which covers general subject area requirements within a 16-week period of time.
All courses are online only at griggs.edu/enrollment/credit-recovery.

Courses offered:
Algebra I—953
American Government—932
Biology—929
Consumer Math—927
Earth Science—933
English I—1199

Course Length: Courses must be completed within a 16-week period whether enrolled in one or both semesters.

Cost and Payment:
No enrollment fee
$40 Math Resource Fee
$30 Technology Fee (waived if enrolled in a math course)
$250 Single semester only (½ credits)
$400 Full year (1 credits)
Online payment in full is due at time of enrollment.

Procedure:
1. Submit application form (new student application or returning student application)
2. Download/print the credit recovery enrollment and proctor forms
3. Fill out enrollment and proctor forms
4. Get required signatures on the form from your school registrar
5. Send your enrollment and proctor forms to enrollgia@andrews.edu
6. Make a payment online at vault.andrews.edu/griggs-payment/
7. Order book(s) from online bookstore or another third-party bookstore
8. Receive email with password and login information 48 hours after you receive your enrollment confirmation email
9. ***READ THE DIRECTIONS***
10. Begin doing the coursework
11. Complete the course within 16 weeks
12. Move on toward your educational goals

Enrollment Form: Use one enrollment form for all courses in which the student is enrolling. Signatures must be obtained before the enrollment form can be processed. These signatures verify the student's failure of selected courses.

Textbooks: Most e-textbooks are paid for at the time of enrollment and will be provided via an email in the student's inbox in Griggs Online. There are a few e-Textbooks that have to be purchased separately. Some courses do not have external textbooks.

Recordkeeping: Each school has a different policy regarding the recording of a grade for a recovery course, so please refer to your school's policy. Griggs will assign a percentage grade. Many schools offer a "Pass" or "Fail" grade.

Deadline Extension: Students should complete the credit recovery course within the allotted time. An additional six-week deadline extension request made AFTER the deadline will only be granted if approved by GIA and upon receipt of the $50 deadline extension fee.

GIA STUDENT ADVANTAGES

There are many advantages to studying online or independently from an accredited school. GIA courses are self-paced and flexible. A guardian or supervisor can assist with planning a schedule and determining when assignments are due. Online learning has many advantages and gives students more freedom over their schedule, so keep in mind that self-discipline is key. Since a laptop can be used to complete assignments, students also have the flexibility to study while traveling or if away from home for the day. Enrollment takes place all year long to facilitate the schedules of families from all locations and circumstances. One-on-one contact with a teacher who will personally coach you through a course by providing lessons, feedback, tests and support is another valuable advantage.

Hint: Students studying independently at home have one year to complete a nine-month school year, but can move as fast or slowly as needed to be successful during that period.

GRIGGS LIFE

GIA faculty have a passion to build community and relationships with students and that is facilitated by offering synchronous (real time) cocurricular events. Students are invited to attend a monthly live chapel, a variety of workshops and weekly mentor groups. Watch the calendar for events coming up.

HIGH SCHOOL TEACHERS

GIA administration is careful to hire qualified teachers for each course. Every course has a homepage with information about the teacher, contact information, announcements and helpful links. Teacher and student connection is important. While this takes intentional effort, it will be beneficial for success. Navigating through the Griggs Online platform will become natural after the first few days and utilizing the email system makes it convenient for students and teachers to keep in regular contact. Just like in a physical school, each teacher has been given guidelines for communicating with students. Make sure to read all the notes and directions for each course. Teachers will leave feedback within the assignments and through email.

Make sure you read and respond to emails when a teacher needs you to provide information. These emails might relate to helping you earn a better grade.

Hint: Many courses require Zoom sessions with teachers. Be sure to read the directions in that course so you know how to schedule an appointment for the meeting.

GRIGGS ONLINE

Once enrollment is complete, an email with login information will be sent to new students. Returning students will continue to use their existing login credentials. It is important to learn as much as possible about how to use Griggs Online. There are several tutorial links and even videos to assist students. At first it will feel like "the first day of school," but that will soon change, and doing assignments will become second nature. Do not skip reading the directions, the content and all other assigned reading. Some courses have physical textbooks and some courses have the textbook information embedded, so expect slight adjustments from course to course. Courses are constantly reviewed and revised for improvements.

Hint: Do not submit an assignment until every question is complete. Keep a notebook (paper or digital) to take notes, create schedules, and keep track of information about each course. Do not submit an assignment until every question is complete.

FEEDBACK FROM TEACHERS

Once an assignment is submitted, it will instantly show up for the teacher to see. The teacher has approximately 48 business hours to grade the assignment and give feedback on your work. This feedback is very important to successfully completing the course. Learn the following process:

- **Step 1:** Go to the homepage for the course
- **Step 2:** On the navigation bar click the dropdown arrow for "Assessment"
- **Step 3:** Click "Quizzes" from the dropdown list
- **Step 4:** From the list of assignment click "Feedback" on the right hand side.
- **Step 5:** From the list of assignments click "Attempt 1" on the left hand side.
- **Step 6:** Click on "attempt 1"
- **Step 7:** Read the teacher comment at the top of the assignment and then scroll down to see additional comments and answers on individual questions You will need to select "View Feedback" for more detailed feedback for each question.

Hint: Some questions are auto-graded, so the teacher will review those questions along with the long answers. The teacher can override the automated grading if the student has given an answer that is correct. You can tell when that occurs by checking the point value of the answer, even if your answer has a red X by it.

TALK-O TUESDAYS & MORE

Students who get involved with cocurricular events tend to excel in online learning because of feeling connected. TALK-O TUESDAY is an optional activity, but the students who attend will receive additional mentoring, life skills and social time with classmates. Having the connection with staff mentors gives additional ways for the student to have a voice among other students and staff. There is a student leadership task force that helps bridge the connections and plans activities throughout the year.

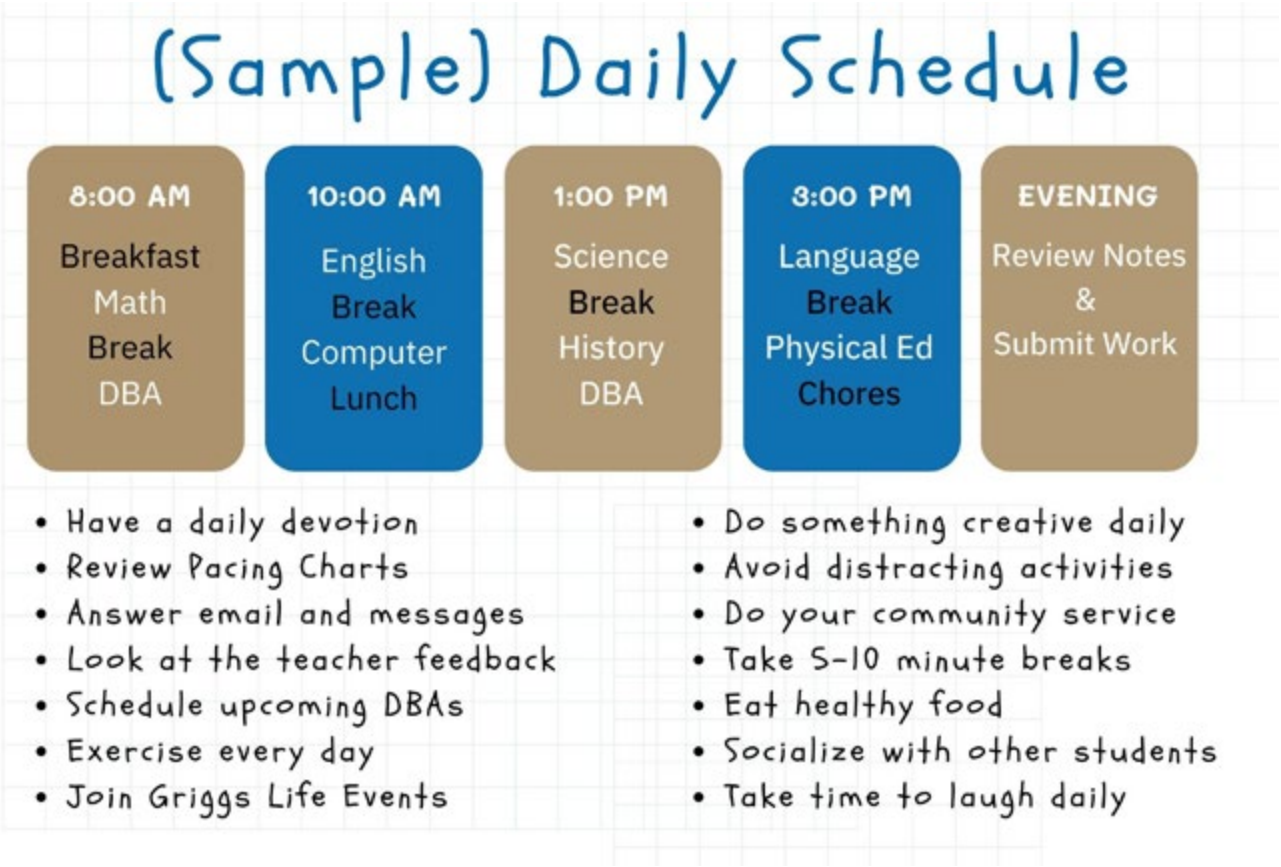
Hint: Students who get involved with their mentor and teachers tend to be more successful in achieving academic success, so be intentional about connecting with your mentor.

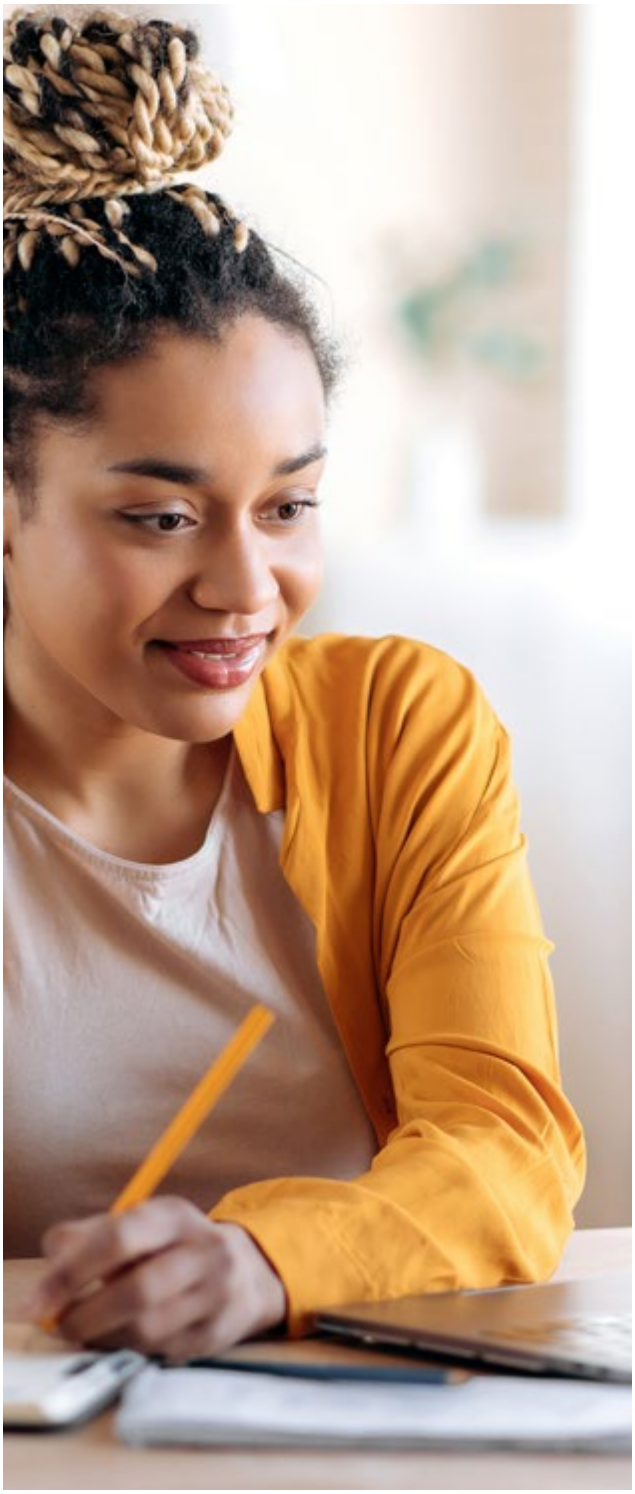
STUDY ATMOSPHERE

Studying independently means that students must also have an area conducive to learning. Make your study area a place where you look forward to spending time. Here are some suggestions to help create an environment for learning:

1. Have a special location that you go to each day
2. Begin each day with a devotional and prayer time
3. Keep your study area neat and organized—use a desk if possible
4. Make sure all technology and accessories are ready to use
5. Put up posters or simple quotes that are inspiring
6. Have a small bookshelf to keep books and supplies organized
7. Play classical or instrumental music if you need background noise
8. Make sure there is good lighting and fresh air when possible
9. Reward hard work with short breaks throughout the day
10. Use breaks to get some exercise
11. Avoid social media and computer games during school time
12. Keep a calendar nearby to remind you of important deadlines

Sample Schedule Only





DISCUSSION-BASED ASSESSMENT (DBA)

Discussion-Based Assessments are an important part of being a successful online student. This is when students connect “live” with the teacher of the course. Usually, these videoconferencing sessions take about 10–15 minutes total. It is important to read the information for each course in the "Content" of the course. Teachers will use Zoom to connect and you will need to know a meeting code. In most cases, there is some preparation work that should be done before the DBA. Find directions in the Content of the course to see what needs to be done. This is considered an assignment and contributes to the final grade. Midterm and final exams will not be released until DBAs are completed. DBAs could vary from course to course, so reading the directions is key.

Here are a few guidelines to keep in mind to help the DBA go smoothly:

- Download Zoom ahead of time
- Make sure the camera and mic are working
- Be familiar with content for this meeting
- Complete questions or project ahead of time
- Be sure to sit in a well-lit, quiet room
- Use Ethernet to get maximum connection
- Connect with a computer (not phone) if possible
- Be on time (keep teacher informed if you need to cancel)
- Check your teacher's widget on the main course page for contact and scheduling information

DBAs will add a classroom teacher/student connection to your online learning. Use this as a time to build a relationship with teachers that want to coach and mentor your success.

In each course, you will find a “Pacing Chart” to help you get your course work done in the appropriate time. Griggs is self-paced but there are deadlines for completion. Students are encourage to finish a school year in a nine month period (180 days). To assist, use the pacing charts provided.

SAMPLE – Pacing Chart (Use this guide to help you plan your year)

1. Start by selecting an "End Date" for each semester. Enter those dates for the final exams/assignments.
2. Divide the time between now and the final by 2, and enter the date for your midterm project/exam.
3. Count the weeks you have to do school work (exclude holidays, trips, or other events). Divide the number of assignments by the number of weeks you have to work. That is how many assignments you will need to do each week.
4. Put a "Due Date" next to each assignment.

Semester 1

Assignments	Due	Done	Grade
Quiz – Module 1 Assignment	Aug 18	✓	B
Quiz – Module 2 Assignment	Aug 25	✓	A
DB* – **DBA1	Sept 1	✓	A
Quiz – Module 3 Assignment	Sept 3	✓	B+
Quiz – Module 4 Assignment	Sept 10	✓	A
Quiz – Module 5 Assignment	Sept 17	✓	A
DB* – Module 6 Project	Sept 24	✓	
Quiz – Module 7 Assignment	Oct 1		
Quiz – **Midterm 1 Exam**	Oct 8		
Quiz – Module 8 Assignment	Oct 15		
Quiz – Module 9 Assignment	Oct 22		
DB* – **DBA2	Nov 1		
Quiz – Module 10 Assignment	Nov 7		
Quiz – Module 11 Assignment	Nov 14		
DB* – Module 12 Project	Nov 21		
Quiz – Module 13 Assignment	Dec 1		
Quiz – Module 14 Assignment	Dec 8		
Quiz – **Semester 1 Exam**	Dec 15		

* DB – Dropbox Assignment ** DBA – Discussion-Based Assessment

Planning your schedule will help you stay on track and feel confident that the pace you are working will allow you to be successful. Print the charts for each of your courses and keep them where you can easily refer to them.

EXAMS/TESTING

Most exams require the presence of a proctor. Academic standards are an important part of education, so we strictly enforce the policies for taking an exam. In order to maintain the integrity of the examination process and adhere to accreditation standards, an exam supervisor must be selected to proctor exams at the time of enrollment. Failure to follow proctor selection guidelines may result in failure of exam or course. A proctor must be:

1. Teacher or school administrator, testing center staff, guidance counselor, librarian or pastor not related to, or in residence with, the student
2. Verifiable and approved by GIA Testing department

If the approved proctor is not available, students can use the GIA online test proctoring service.

Complete Proctor Information & Request form and submit with enrollment.

- Complete and submit all coursework and DBAs leading up to the exam.
- Account must be up to date in payment at the time of testing.
- Request exam from Griggs Online from your course homepage by clicking the dropdown menu "Requests" on the navigation bar. Please allow 3–4 business days prior to testing day for processing. Please be aware that holidays can affect request time.
- Examination date, time, and place arrangements are made between student and proctor.
- GIA sends login and password information to proctor. The exam is released for a four-week window of time.
- Proctor directly supervises students throughout the entire examination (stays in the room). "Zoom" proctoring is not allowed. If you'd like to Zoom with a proctor, please use our GIA proctoring services.
- If you have questions, contact the GIA testing office for more information.

Hint: Once the coursework leading up to the exam has been submitted, you can request your exam. Please request at least 3–4 days prior to your testing date to ensure availabilty.

The test-taking process is as follows:

- Make sure to read instructions within exam
- Students have up to three hours to complete the exam
- Once the exam has begun it must be completed in one sitting.
- Approved materials are listed in the exam instructions. Notes and books are not allowed.

Once the exam has been taken, only the score and instructor feedback are directly available. Students who have questions or want to see their exams, can schedule a time with their instructor to go through it.

Standardized testing is an important part of educational assessment. Griggs uses the Stanford Achievement Test, Edition 10, for assessing student progress and as a benchmark of how our courses are preparing students. Parents will receive an informational report about the assessment once it has been completed by the student. New students take the standardized test at the time of enrollment while returning students take every other year (Grades 5, 7, 9 and 11). There is no extra charge for required year exams.

For more information about completing the Stanford 10 test, please watch this video. Individualized instructions will be emailed to the parent, student, and/or proctor.

FIGURING FINAL GRADES

Courses have weighted grading scales. Not all assignments are weighted equally. A final exam might have a higher weight in the final grade than weekly assignments do. For example, assignments may be worth 50%, projects 25% and exams 25% of the final grade. Each course has a different weight scale. Please refer to your course syllabus to see how your assignments, projects and exams are weighted.

Individual assignment grades are available for the student to see once it is graded. The cummulative grade is not visible until the course is completed.

This makes it possible for the teacher to make adjustments. If you want to know you grade during the course, please contact your teacher for that course.

MATH RESOURCES

GIA realizes that math courses are often the most difficult for some students to do independently. We offer a variety of resources that will helps students grades 6-12 be successful in their math courses.

1. IXL: The world's most popular subscription-based learning site that offers unlimited practice problems with meaningful, up-to-date tracking on your child's progress.
2. Khan Academy: Within many of our math courses are Khan Academy videos that students can readily access to enhance their learning.
3. Yup: Unlimited and 24/7 math tutoring service with a certified math professional. Click here to learn more about Yup.

Students in grades 6–12 who are enrolled in a math class will be charged a $40 Math Resource fee.

TEXTBOOKS

Some courses require buying textbooks which are not included in the course tuition. The online bookstore will help you know the exact edition of the book required for the course. Find the link to the bookstore at griggs.edu. You will also find a list of books required and purchasing options on our website on the online bookstore page.

Hint: The online bookstore has a section called "THE MARKET PLACE." This is where you can find used textbooks for reduced prices, so shop around. Make sure to check the ISBN to match it to the required textbook for your class. When ordering from our bookstore, call 800-325-3252 for assistance. You may also email a sales representative at vb@bncservices.com

eTextbook Request Process

- **Elementary and Junior High:** Once you're able to log into GriggsOnline, go to the home page and select your course. Click on "Ask For..." and select the eTextbook request button. Check your GriggsOnline email for a message (within 48 business hours of sending in the request) with information on how to access your eBook from eTextbook@d2l.griggs.edu.
- **High School:** Once you're able to log into GriggsOnline, go to the home page and select your course. Click on the Request button to choose your eTextbook. Check your GriggsOnline email for a message (within 48 business hours of sending in the request) with information on how to access your eBook from eTextbook@d2l.griggs.edu.

If you do not see an email after sending in the request and waiting at least 48 business hours, feel free to contact them using your GriggsOnline email.

PARENT/GUARDIAN INVOLVEMENT

Parents are encouraged to get involved in the Griggs experience and contact GIA if there is a concern or if anything is not clear. It is important for students, parents/guardians, teachers and GIA administration to work as a team to get the best possible educational outcome. Parents/guardians are often the best tutors for students, so we encourage them to get involved and remain aware of how things are going with their own student.

Hint: Parents can use the student login to regularly check on student progress.

GRADUATION

Self-paced education requires students to pay special attention to direction given by the high school advisor. The advisor helps students know what courses are needed to meet graduation requirements. If a student is transferring from a previous high school, official transcripts from that school need to be sent to GIA as soon as possible. Once a student has completed almost all the required credits, he or she needs to send a "Request To Graduate" along with a graduation fee (please refer to fees listed in this catalog).

Students who wish to participate in our online Graduation program must be diploma seeking and currently working or have completed second semester of 12th grade classes.

COMMUNITY SERVICE

Students doubt the power they have to influence decision making in our communities. We find that more and more students are taking an active role in "change" by participating in community service endeavors. No matter how low-key or huge the task may be, performing community service is crucial to character building, contributing to positive change and keeping physically active. How can you contribute? Here are a few ideas:

1. Neighborhood Clean Up
2. Food Distribution through an organized group
3. Volunteering at a local animal hospital or shelter
4. Volunteering at a local nursing home or assisted living facility
5. Participating in a church run community service event
6. Organized clothes distribution through a non-profit organization
7. Provide tutoring through a school or library
8. Volunteering at your local city, county or state government facility
9. Volunteering at a local recreation center
10. Provide services to an elderly neighbor

No matter what your interests are, there is a way to contribute! Please contact the Academic Advisor (GriggsAdvisor@andrews.edu) for more information. View the Community Service Form or access the link at griggs.edu. Click Forms under the Student Services dropdown menu.

NATIONAL HONOR SOCIETY

The National Honor Society is an organization dedicated to supporting outstanding students. This organization strives to recognize the total student. For a Griggs student to meet the eligibility requirements, you must be at least a sophomore (completed at least 6.0 GIA credits) and excel in the following areas:

- **Scholarship** = GPA 3.5 or above
- **Leadership** = Elected or appointed leadership positions you have held in school, church and/or community.
- **Service** = Activities that are done on behalf of others (not including immediate family members) for which no compensation (monetary or other) has been given.
- **Character** = Character references from four people that know you (no relatives—could include, but not limited to, pastor, teacher, work supervisor, Pathfinder director)

Eligible students will be sent the application form at the end of January. The selection committee will then evaluate all of the applications and those who qualify will join the other NHS students across the country approximately once a month to discuss various projects.

Membership in the National Honor Society is a privilege. Students must maintain good standing and participate in meetings in order to remain a member. Students who fall below chapter standards will be issued a warning and given time to correct their behavior. An NHS officer who falls below the standards may lose their position. GIA maintains a redemptive approach to discipline but consistent disregard for chapter standards may result in dismissal.

SENIOR YEAR CHECKLIST

When you are enrolling in the last set of courses (verified by academic advisor), you will need to make sure to do the following when those courses are complete:

- Contact academic advisor (GriggsAdvisor@andrews.edu) for a graduation audit
- Pay graduation fee. Use Online Payments to pay using credit or debit card.
- Fill out the Senior Survey.
- Send Community Service Report(s) to academic advisor at GriggsAdvisor@andrews.edu
- Send ACT or SAT Score Report to academic advisor (GriggsAdvisor@andrews.edu) if seeking a College Prep High School Diploma
- If you transferred from another high school, be sure to have your former school mail an official transcript to:
  Griggs International Academy
  Attn: Lamar Nangle
  12501 Old Columbia Pike
  Silver Spring MD 20904
- Are you an NHS member? Be sure to order your NHS regalia. Contact academic advisor for more information (GriggsAdvisor@andrews.edu)
- Is your cumulative GPA (Grade Point Average) higher than 3.49 and seeking a College Prep Diploma? You could be an honor roll participant. Contact your academic advisor to follow up (GriggsAdvisor@andrews.edu).

THE CARING HEART AWARD

The Caring Heart Award has been established to give recognition to those secondary students who have demonstrated a personal commitment to active participatory service in witnessing-service activities and programs. Here are the criteria for eligibility:

- Sophomore or Junior
- GIA diploma-seeking student
- Have been with GIA for more than one year and planning to continue with GIA
- Demonstrates a personal commitment to making the world a better place and sharing the love of God to their school and community

WORDS OF ADVICE!

Online learning provides the privilege of taking charge of your education. It is important to make the best of your high school years while preparing for the future. In the words of Benjamin Franklin, “Dost thou love life? Then do not squander time, for that is the stuff life is made of.” This is an important stage of your life. GIA administration and staff are here to be supportive of your journey!

Transcript Request Form

TRANSCRIPT REQUEST FOR GIA DIPLOMA-SEEKING STUDENTS

Students who transfer from other schools and wish to receive a high school diploma through Griggs International Academy must submit an official transcript listing all credits earned in other institutions.

Unofficial transcripts are acceptable for evaluation and advisement.
An official transcript is also required at the time of enrollment for any student desiring to graduate with GIA who has taken academic credit at another school.

Paper official transcripts must be signed and delivered in a sealed envelope. Electronic transcripts must be sent to us through a secure approved transcript delivery service. Emailed transcripts without a secure method are not acceptable. Transcripts received from accredited high schools will be accepted in accordance with graduation requirements. Transcripts from foreign or non-accredited institutions will be evaluated by the registrar and accepted at the discretion of GIA.

If a transcript is not in English, a certified translation must accompany it.

Use GIA transcript form (on the next page or online) to request an official transcript from previous schools. Contact previous schools to be advised of transcript fees.

OFFICIAL TRANSCRIPT REQUEST FORM

TO THE REGISTRAR OF PREVIOUS SCHOOL (please print)

Name of School _____

Address _____

_____

FROM THE STUDENT

U.S. Social Security # (if applicable) _____ Birthdate (M/D/Y) _____

Student Name (as on school record) _____

Address _____

_____

Phone Number _____ Email _____

Years/Semesters Attended _____ to _____

I am applying to Griggs International Academy. Please send an official copy of my transcript to the address provided. If for any reason you cannot comply with this request, please inform me as soon as possible. **NOTE: Please send the transcript in both the original language of your country and a literal translation into English if the transcript is in any other language.**	**EMAIL TRANSCRIPT TO:** ENROLLGIA@ANDREWS.EDU **FAX TRANSCRIPT TO:** 269-471-2812 **MAIL TRANSCRIPT TO:** GRIGGS INTERNATIONAL ACADEMY ENROLLMENT SERVICES 8903 U.S. HWY 31 BERRIEN SPRINGS MI 49104

Student/Parent Signature: _____ Date: _____

Staff/Faculty Directory

Gabrielle Agwu
Coding
JH Coding
Digital Media

Wendy Baldwin, MEd
K–5 Head Teacher
G6–8 Bible Encounter
G6–8 Science/Health
G7–8 Literature
Hr. High Art, Music, Vocabulary Enrichment

Martha Ban, MEd
Jr. High Keyboarding
Keyboarding

Karlee Braun, MA
G6–8 Physical Education
Physical Education
Physical Fitness—Independent Study

Julie Dickerson
Algebra I & II
G6–8 Math
PreCalculus

Deborah Digel, MFA
Art & World Cultures

La Ronda Curtis Forsey, MS
Bible I Encounter
English I—CR
World and British Literature

Leroy Foster
American Government—CR
U.S. Government
World History

Stephanie Goddard, MA
Fashion & Interior Design

Kathy Iwasa, MEd
Entrepreneurship
Principles of Information Technology

Jennifer Jakobsons, BA
American Literature
English I & II

Nohelani James
American Sign Language I & II

Kent Kast
Biology

Jessica Kovach, BA
Junior High Music, Art & Vocabulary Enrichment

Ben Kreiter, BA
Bible III Encounter
Bible IV Encounter

Jeannie Leiterman, MA
Bible II Encounter
Culinary Arts
Fine Arts—Independent Study

Gabriela Melgar, BA
Algebra I—CR
Pre-Algebra
Spanish I & II

Lamar Nangle, MS
Criminology
Forensic Science I & II
Photography I

Harley Peterson, MA
Chemistry
Consumer Math
Geometry
Physics

Rozaleth Tenga, MA
Anatomy & Physiology

Alyssa Valenzuela, MA
G6 Reading & Writing
G6–7 Social Studies

Ileana Vives, BA
G7–8 English
Holocaust History
U.S. History
World History

Deirdre Wilkens, MA
Biology—CR
Consumer Math—CR
Earth Science
Earth Science—CR
Health
Music Appreciation
Physical Science

Student/Teacher Ratio: 20:1

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At the beginning of the 20th century, an educator by the name of Frederick Griggs envisioned making Christian education available to people around the world. His vision took shape in 1909 with the establishment of The Fireside Correspondence School. Within two years, The Fireside Correspondence School offered 11 secondary and nine college courses. By 1916 its students represented nearly every state and province in the U.S. and Canada, as well as 10 other countries. The Fireside Correspondence School was later renamed Home Study Institute (HSI); the name was subsequently changed to Home Study International.

In 1990, the HSI Board of Directors assigned names to its three academic divisions; thus, Home Study Elementary School, Home Study High School, and Griggs University became part of HSI's terminology. In 1991, Griggs University began offering college degrees.

The homeschool movement has exploded, but the term "homeschool" has taken on special meaning for school districts and families who design their own school programs. Pressure from students, parents and other institutional partners drove the HSI Board of Directors to re-examine the school's name in order to better reflect the mission and operation of HSI. In 2005, the Board voted to change the name of the organization to Griggs University (GU) and Griggs International Academy (GIA).

Since 1909, more than 200,000 people have studied with Griggs. Griggs plays a unique and vital role in the educational development of students of all ages in all parts of the world. People from all walks of life have discovered that distance education helps develop self-reliance, independent thinking and responsibility. From its humble beginnings in a one-room office, Griggs has grown into a global online school that maintains high scholastic standards and utilizes the services of qualified professionals in all aspects of its operation. Yet Griggs combines the convenience of a portable education with the personal touch provided by faculty and advisors who care about students.

In 2009, Griggs celebrated its 100th birthday. Our administration, faculty and staff remain committed to the vision of Frederick Griggs, who believed that every student has the right to a Christian education. All of us at Griggs recognize that we share with parents a sacred responsibility to help students develop the skills, knowledge and judgment necessary to build a community better than the one they inherited.

During the summer of 2010, a committee was established to study the feasibility of Andrews University owning and operating Griggs International Academy. This committee recommended that the University assume ownership of the Academy.

In November 2010, the Andrews University board voted to accept ownership of both Griggs University and Griggs International Academy, thus enabling the institution to remain intact and then relocate Griggs to Berrien Springs, Michigan, on the campus of the University. The move to Andrews University has resulted in more than a simple relocation for the Academy. It has meant a complete restructuring of the organization and rebuilding of staff.

In recent years, Griggs International Academy has established Griggs Life, a series of synchronous live events that encourages student engagement, wellness, fellowship and creativity in a safe environment. Griggs has expanded their services to students around the world and North American Division schools. Students can benefit from unlimited 24/7 math tutoring, mentor groups, chapel and various workshops. Interaction with teachers and classmates has built community that promotes growth and student success.

With one man's vision and God's blessings, Griggs International Academy continues to meet the educational needs of students and families around the world.

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