



# NAD High School Student Handbook

# INSPIRE. TRANSFORM. SERVE.

*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*

# A Note From the Principal

---

Greetings,

My name is La Ronda Forsey and I am the principal for Griggs International Academy. Griggs has partnered with your school to provide an accredited academic program. In today's world, taking courses online is not all that unusual, and there are many advantages to taking online courses. It is true that you will not have the subject teacher standing in front of you each day delivering instruction; however, you will have a subject teacher that is an email, text or phone call away. Take time to get to know your online teachers and keep in mind that the teachers want you to be successful. Online classes are designed to be the equivalent of a classroom course, so you will likely have homework every night just like all classes, but you can get quite a bit done during the day at school if you set your mind on being focused and using your time wisely. Make sure that you read all the directions in your courses, so you know what is required. There is a series of "How To" videos to watch on the homepage of Griggs Online, so watch those videos for visual help. If you still have questions, you can talk to any Griggs staff member or your facilitator to help you.

Work with your classroom facilitator to set up due dates for your assignments. My suggestions is to make sure you complete your work on schedule. If you start to get behind, talk to your Griggs teacher to get advice on how to keep moving forward successfully.

Griggs International Academy staff and teachers pray with and for our students. As you embark on this school year, be sure to include God in your schedule.

"Work willingly at whatever you do, as though you were working for the Lord rather than for people." Colossians 3:23

God Bless,  
Ms. La Ronda Forsey, Principal



# Beliefs and Values

---

## **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. TRANSFORM. SERVE.**



## REQUIREMENTS FOR ONLINE COURSES

Student needs access to a computer with:

- High-speed uninterrupted internet access
- Software: Adobe Acrobat Reader, word processor (e.g. MS Word), current browser version with JavaScript and Cookies enabled, Adobe Flash Player 10.1 or greater
- Hardware: 2GB+ RAM, 1.6Ghz+ processor, 10GB hard drive space, 1024 × 768 or higher screen resolution, audio speakers, webcam and microphone (headset highly recommended), access to a scanner is strongly suggested
- Operating system: PC Windows 8 or newer; MAC OSX or newer
- Supported browsers are the latest or most recent browser versions: Mozilla Firefox, Google Chrome, Microsoft Edge or Apple Safari
- Tablet and mobile support most recent versions of: Android, Apple or Microsoft Surface
- Use of Chromebooks is not endorsed due to low performance capacity of some Chromebooks. Many are not able to support Griggs Online.

### Transfer of Credit

Credits for distance education courses may be transferred to other educational institutions. However, students should realize that decisions on acceptability of credit rest with the receiving institution. It is always a good idea for students to contact the school they plan to attend in the future to make certain that Griggs credits will be accepted. Credits transferring in to be recorded on the GIA transcript will be recorded upon completion of three (3) GIA credits.

## GRADING SYSTEM & REPORTING

Once a student completes a class the final grade is recorded using the grading scale below. All grades are final 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 score will replace the effect on the GPA. Incomplete courses will receive a W grade six (6) months past the deadline.

### Grading Scale

A	= 93–100
A-	= 90–92
B+	= 88–89
B	= 83–87
B-	= 80–82
C+	= 78–79
C	= 73–77
C-	= 70–72
D+	= 68–69
D	= 63–67
D-	= 60–62
F	= 59 and below
W	= Withdrawn

### Grading Scale by GPA

A	= 4.0
A-	= 3.67
B+	= 3.33
B	= 3.00
B-	= 2.67
C+	= 2.33
C	= 2.00
C-	= 1.67
D+	= 1.33
D	= 1.00
D-	= 0.67
F	= 0.00

K–12 grades can be viewed for each course, both online and paper-based, 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



# Academic Policies

receive special recognition upon completion:

GPA 3.50–3.79 = *Burgundy cords*

GPA 3.80–3.99 = *Gold cords*

GPA 4.0 = *Gold cords & Medallion*

GPA 4.0 and attended Griggs Jr. & Sr. years =  
*Griggs Scholar Certificate, Medallion and Gold cords*

## 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 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
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).

**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 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 alleged act of academic dishonesty will be pursued to its conclusion and any final consequence shall be unaffected by

dropping or withdrawing from the course.

### **Ways to avoid academic dishonesty**

- 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/>

And finally, if in doubt, ask. Your teacher is your greatest resource. They can answer questions, provide recommendations for resources and help as you strive to maintain your academic integrity.

### **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

# Academic Policies

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.



## PROGRAM ADVISOR

### HIGH SCHOOL



**Lamar Nangle**

**Phone:** 301-680-6585

**Email:** [APLEDirector@andrews.edu](mailto:APLEDirector@andrews.edu)

Mr. Nangle, vice principal and director of NAD Services, has an MS 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 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.

**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. A fee (\$110) is charged for each diploma issued.

### College Preparatory Diploma Requirements: 25 units

- 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 Computer Literacy
- 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 elective
- 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 Computer Literacy
- 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 elective
- 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).

## Transferring of 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.

## APLE Graduation Requirements Overview

- 6.0 credits through Griggs (College Prep H.S. Diploma)
- 5.0 credits through Griggs (Standard H.S. Diploma)
- Minimum of 2.0 G.I.A. ONLINE credits required per school year (MUST include 1.0 core credit)
- G.I.A. APLE On-site credits count toward the 5.0 or 6.0 credit minimum requirement.
- Community Service: Minimum of 20 hours per school year required
- ACT or SAT: Required of all College Prep H.S. Diploma seeking students

**College courses are available to pre-approved, qualifying high school students.**

# High School Diploma Program

## College Preparatory Diploma

Minimum of 25 Carnegie Units\*

Grade 9	UNITS
Bible I .....	1
English I .....	1
Algebra I .....	1
Computer Literacy .....	1
Science .....	1
Physical Education ( <i>any year</i> ) .....	½
Elective .....	½
Community Service <sup>1</sup> .....	0
Grade 10	
Bible II .....	1
English II .....	1
World History/Geography .....	1
Geometry <sup>3</sup> .....	1
Biology .....	1
Health .....	½
Independent Physical Fitness ( <i>any year</i> ) .....	½
Community Service <sup>1</sup> .....	0
Grade 11	
Bible III .....	1
American Literature .....	1
U.S. History .....	1
Algebra II <sup>3</sup> .....	1
Chemistry/Physics/A&P .....	1
Modern Language .....	1
Community Service <sup>1</sup> .....	0
Grade 12	
Bible IV .....	1
British Literature .....	1
U.S. Government .....	½
History & Social Science course .....	½
Math course .....	1
Science course .....	1
Modern language .....	1
Fine Arts ( <i>any year</i> ) .....	1
Community Service <sup>1</sup> .....	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
Computer Literacy .....	1
Science .....	1
Physical Education ( <i>any year</i> ) .....	½
Community Service <sup>1</sup> .....	0
Grade 10	
Bible II .....	1
English II .....	1
World History/Geography .....	1
Algebra I/Geometry <sup>3</sup> .....	1
Biology .....	1
Independent Physical Fitness ( <i>any year</i> ) .....	½
Community Service <sup>1</sup> .....	0
Grade 11	
Bible III .....	1
American Literature .....	1
U.S. History .....	1
Algebra II/Geometry <sup>3</sup> /Math course .....	1
Science course .....	1
Health .....	½
Community Service <sup>1</sup> .....	0
Grade 12	
Bible IV .....	1
British Literature .....	1
U.S. Government .....	½
History & Social Science course .....	½
Fine Arts .....	1
Elective .....	½
Community Service <sup>1</sup> .....	0

## Electives for Both Diplomas

### Business and Technology (Applied Art) UNITS

Entrepreneurship .....	½
Keyboarding <sup>2</sup> .....	½

### Fine Arts

Art in World Cultures .....	½
Culinary Arts .....	½
Digital Photography I .....	½
Fashion and Interior Design .....	½
Music Appreciation .....	½

### Health and Physical Education

Physical Fitness ( <i>Independent Study</i> ) .....	½
---	---

### History and Social Sciences

Criminology .....	½
Geography .....	1
Holocaust History .....	½
World History .....	1

### Mathematics

Consumer Math .....	1
Integrated Math .....	1
PreCalculus .....	1

### Modern Languages

Spanish I .....	1
Spanish II .....	1

### Sciences

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

<sup>1</sup> A minimum of 20 hours of community service each year with Griggs.

<sup>2</sup> University/Dual credit—approval of qualifications and educational site by GIA High School advisor prior to enrollment.

<sup>3</sup> Algebra I or its equivalent must be completed before Geometry or Algebra II may be taken.

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

# High School Course Descriptions

## UNIVERSITY CREDIT

University credit for high school students (formerly Dual Credit) is an initiative developed by Andrews University to provide an amazing opportunity for 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.

For more information, visit [andrews.edu/precollege](http://andrews.edu/precollege)

## 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 take a condensed version of the course which covers general subject area requirements within a 12-week period of time. All courses are online only.

### Courses offered:

Algebra I—953  
American Government—932  
Biology—929  
Consumer Math—927  
Earth Science—933  
English I—928

**Course Length:** Courses must be completed within a 12-week period.

For more information, visit [griggs.edu](http://griggs.edu).

## 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 and will take a little bit of extra effort since you

are not sitting in the same classroom. 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 usually relate to helping you earn a better grade.

Hint: Several teachers utilize videoconferencing using Zoom or Skype. Download these free videoconferencing options on your computer or as an app on your tablet/phone. Reach out to teachers and always respond promptly to their messages.

## GRIGGS ONLINE (LEARNING MANAGEMENT SYSTEM)

Once enrollment is complete, an email with login information will automatically be sent. 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. Keep a notebook (paper or digital) to take notes, create schedules, and keep track of information for each course.

Hint: Do not submit an assignment until every question is complete. You may want to have an adult or even your teacher review your “saved” assignments before submitting them if you have doubts or concerns.



## 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 assignments click the dropdown arrow on the one you want to review
- **Step 5:** Of the two available options, click on “Submissions”
- **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

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.

## MENTORING

Students attending GIA full-time (taking four courses or more) will be assigned a mentor group. A mentor is a faculty member who will share announcements, start online discussions, and be a student advocate. For example, a mentor might send out inspirational articles, start a group discussion, or work with the Student Services director if there is a situation that needs attention. Learn more about your specific mentor by selecting the mentor group listed on the home page. Click on the mentor group link to obtain more specific information.

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

Though you are using a different delivery method for your studies, you will be working as a group with your classroom facilitator just like any other class. Your study area should be an area you look forward to spending time in.

Here are some suggestions to help create an environment for learning:

1. You should have your own space and computer to work on in a classroom
2. Follow your daily schedule set up by APLE school at the beginning of the year.
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. Have schedule or related school materials available in, on or around your study area.
6. Meet with your classroom facilitator weekly for progress updates.
7. Make sure there is good lighting and fresh air when possible
8. Reward hard work with short breaks throughout the day
9. Use breaks to get some exercise
10. Avoid social media and computer games during school time
11. Keep a calendar nearby to remind you of important deadlines

## 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 area. Teachers will use Zoom or Skype 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. 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 (or Skype) 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)

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.

## 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. In most cases, the APLE Facilitator will be the designated proctor for all exams.

The testing process is as follows:

- **Step 1:** The APLE Facilitator's information on the APLE School Application and APLE Student Enrollment Form will be used to create a proctor profile.
- **Step 2:** Complete and submit all coursework and DBAs leading up to the exam.

- **Step 3:** Request exam from Griggs Online either through selecting the link in the course Content or 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. If you are 1-2 assignments shy of the exam, please have classroom facilitator contact the APLE director to request exam so it is ready when needed.
- **Step 4:** Examination date, time and location arrangements are made between student and proctor.
- **Step 5:** GIA sends login and password information to proctor. Exam is then released for a three-week window of time.
- **Step 6:** The proctor should NEVER give the exam password to the student.

Hint: Once the coursework leading up to the exam has been submitted, you can request your exam. Please request at least a week prior to your testing date to ensure availability.

Standardized testing is an important part of education assessment. APLE schools that DO NOT offer standardized testing should contact the GIA APLE director. GIA uses the Stanford10 for assessing student progress and as a benchmark of how our courses are preparing students. APLE School facilitator 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.

## MATH TUTORING

GIA teachers realize that math courses are often the most difficult for some students to do independently. Use the link from the side column on Griggs Online to request math tutoring. Fees for this service may apply. The tutor will set up an appointment that will last approximately 15–20 minutes.

Hint: If you come across something that you cannot figure out, do not just skip it and go on. Those are lost points that are nearly impossible to compensate for later.

## 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. Parents can contact the APLE director with any questions or concerns.

Email: [APLEDirector@andrews.edu](mailto:APLEDirector@andrews.edu)  
Phone: 301-680-6585

## COMMUNITY SERVICE

An important part of the GIA experience is completion of a minimum of 20 hours of community service each year. This is a chance to serve others outside your usual circle. Access the link to the required form on Griggs Online ([griggs.edu](http://griggs.edu)—look at the links in the left column).

## NATIONAL HONOR SOCIETY

The National Honor Society is one of the highest honors that can be awarded to a high school student and we are excited that our students can now be recognized with the best! Since the National Honor Society organization strives to recognize the total student, to be eligible you must be at least a sophomore (completed at least 6.0 credits) that excels in all of 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.


## SENIOR YEAR CHECKLIST

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

- Contact APLE Director ([APLEDirector@andrews.edu](mailto:APLEDirector@andrews.edu)) for a graduation audit
- To pay graduation fee independent of APLE school, please contact the APLE director at [APLEDirector@andrews.edu](mailto:APLEDirector@andrews.edu) or 301-680-6585
- Fill out Senior Exit Survey
- Send ACT or SAT Score Report to APLE director ([APLEDirector@andrews.edu](mailto:APLEDirector@andrews.edu)) if seeking a College Prep H.S. Diploma
- If you transferred from another high school, be sure to have your former school mail official transcript to: Griggs International Academy  
Attn: Lamar Nangle  
12501 Old Columbia Pike  
Silver Spring MD 20904
- Send Community Service Report(s) to APLE director ([APLEDirector@andrews.edu](mailto:APLEDirector@andrews.edu))

## WORDS OF ADVICE!

Distance education 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!

A world map is shown in a light gray tone, serving as a background for the lower portion of the page. A solid blue horizontal bar spans the top of the page. The map shows the outlines of continents and countries.

**Griggs International Academy**

*Michigan Office:*

8903 U.S. Highway 31  
Berrien Springs MI 49104-1950

*Maryland Office:*

12501 Old Columbia Pike  
Silver Spring MD 20904

**Phone:** 301-680-6585

**Email:** [APLEDirector@andrews.edu](mailto:APLEDirector@andrews.edu)

**Web:** [griggs.edu](http://griggs.edu)