



APLE[®] High School Program Packet

2022–2023

301-680-6585 griggs.edu



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Greetings and Welcome to Griggs!

We are honored to be an online school that has flexibility to serve students around the world. As part of that privilege, we can specifically serve the needs that will support the North American Division. Due to the generosity of the Adventist Education Office of the North American Division (NAD), we can offer discounts to NAD schools that partner with us in providing supplemental courses or an entire curriculum online.

Griggs courses are asynchronous, but we have many synchronous elements as part of our program. APLE students are encouraged to join our live events whenever possible. We have chapels, workshops, and mentor groups throughout the week. These are not required; however, many APLE School students enjoy the benefits of these events. Students are required to meet with their teachers at certain points in many of our courses.

It is our goal to partner with schools and families to help students be successful. Since this partnership includes the element of online learning, students have the chance to be in the “driver’s seat” for their education. With that said, as adults, we need to provide the support students need for academic success. It takes all of us to make this happen. Students are the center of the process.

At Griggs, it is our goal to partner with schools to disciple students. “Spiritual Master Plan”

The teachers and facilitators at schools who partner with us have an important responsibility to monitor students’ progress and to create an environment suitable for effective learning. Each school has a unique program, but it should be much like a regular class in the school. The facilitator is responsible for making this happen and so we provide training and mentoring to help things go well. The success of the program depends on whether the school and facilitator follow the APLE guidelines and the training suggestions. Lack of supervision or adult engagement in the APLE program classroom would cause a less than desirable experience and outcome.

Please feel free to contact us with questions. You are the most important part of the services we offer.

La Ronda Curtis Forsey
Associate Dean, GIA Principal
laronda@andrews.edu

Checklist to Enroll in APLE®

APLE® School Checklist

- Identify the need
- Gain approval from (see APLE® Program Application):
 - Board Treasurer Principal
 - Conference Union
- Select
 - a. APLE® Classroom Facilitator
 - b. Certified Teachers; if offering on-site course through GIA
 - c. A background check is required for ALL individuals working with APLE students.
- Submit completed APLE® Program Application to Griggs APLE® director
 - If on-site certified teachers are used, please submit their NAD certification and background check confirmation document to Griggs APLE® director.
- Mail (or call to pay with credit card) non-refundable \$150 application fee to Griggs APLE® director at the Maryland address below. If the application and application fee are submitted by the first week of June, a \$50 credit will be given.
- As soon as possible, begin enrolling students by completing the APLE® Student Enrollment Form for each student (**parent/guardian information found on page 2 of APLE® Enrollment Form is required. Parent/guardian email must be included.**)
- All students must have either an 8th grade report card (for incoming 9th graders) or high school transcript, submitted to the GIA APLE® director to be evaluated prior to enrolling. Official transcripts are required before credits are recorded on GIA transcript.
- Submit to APLEDirector@andrews.edu
 - School Calendar
 - Daily Schedule (Remember that a full unit of credit must have 3,600 minutes of seat time each semester, 7,200 minutes a year)
 - Semester Completion Schedule (Contact APLE® director for assistance)
 - Eighth grade report card or high school transcripts to be evaluated
 - Teacher certification for on-site courses
 - Course syllabus for each on-site course
 - Background check confirmation document
 - Submit APLE® Student Enrollment and Form to APLE® director
 - APLE® Program approval from GIA APLE® Committee
 - Proof of insurance for students while on school grounds

Main Contacts

Program Advising, Course Content & Enrollment, Teacher Qualification:

Lamar Nangle, APLE® Program Director

Email: APLEDirector@andrews.edu

Phone: 301-680-6585

La Ronda Curtis Forsey, GIA Principal

Email: laronda@andrews.edu

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APLE® Programs—*What are they and how do they work?*

APLE® Information

Accredited Program for Learning Environments (APLE®) was designed cooperatively by the North American Division Office of Education (NADOE) and Griggs International Academy (GIA) to meet the needs of NAD schools. By joining the APLE® Program, these schools are able to use a combination of GIA courses and faculty to enhance their current programs or even to help their school offer additional grade levels. Senior academies even have the opportunity to offer core classes for which they do not have staffing available. On occasion, and with approval from both conference and union, schools may offer a complete high school program using the APLE® Program. Students of such schools receive GIA Maryland state-approved diplomas.

Approvals—APLE® Schools and Reach Out

All schools applying for the APLE® Program must obtain approval by their school board, and the offices of education in both the conference and union on their APLE® School Application. Griggs International Academy will review the application for final approval.

Student Qualifications

Students will need to be:

- adaptable to distance learning
- motivated to work independently

Students with learning challenges need:

- to submit an official IEP to APLE® director
- approval from GIA K–12 Committee

APLE® Classroom Facilitator

All APLE® schools must select an individual to be the APLE® classroom facilitator who does not need to be a certified teacher; however, ALL individuals working with APLE students MUST complete a background check as required by the North American Division. See APLE® Classroom Facilitator Job Skills and Responsibilities.

Operation—APLE® Schools and Reach Out

GIA will work individually with each school to best serve their academic needs. Courses can be:

Griggs Online Only

- APLE School may be required to enroll students in ALL Griggs online courses.
- Griggs teachers manage and grade all submissions and exams, providing additional assistance and course counseling when needed.
- The local classroom facilitator/teacher tracks student progress, provides daily guidance and instruction while working closely with the GIA APLE® director serving as a liaison between GIA and the APLE® school. Progress reports are sent weekly and is a useful tool for keeping students on schedule.
- The APLE® school students are students of the local school.

Hybrid Service

When a school wishes to offer GIA On-Site courses to be recorded by GIA (such as a junior academy wanting to offer Grade 11 or 12 subjects by a certified teacher OR a K–8 wanting to offer a high school course by a certified teacher) the principal must submit the following documents with their APLE® Program Application:

- Teacher certification for the teachers
- A course outline for the year that adheres to NAD Standards (template provided)
- Textbooks and ISBN numbers to be used
- A description of the way students will be evaluated. A grade book template will be provided and is to be submitted showing units or modules, assignments, reports/papers and exams.
- Background check confirmations for all interacting with students.
- GIA will review all documents making certain teacher credentials and course content match GIA requirements.
- Applying school will be notified of the results of GIA APLE® Committee review within two weeks of receiving documentation.
- AT THE END OF EACH SEMESTER, the on-site teacher or designated school official will submit a semester grade report for each APLE® student to the APLE® director (APLEDirector@andrews.edu) to be recorded. **See recording fees in the finance section of this catalog/handbook.**

APLE® Program Policies

Academic Policies

- School application and student enrollments or course changes are subject to approval by the GIA academic advisor.
- The APLE school is responsible for enrolling students in correct course(s) that are grade level appropriate. Please refer to student plan of study and school's academic schedule.
- All preceding assignments are to be completed before an exam is released to the APLE® classroom facilitator.
- Length of courses may vary. Some are one-semester and others are two-semester (full-year) courses.
- APLE® students are expected to complete the course(s) within a normal school year (180 days).
- Students who plan to graduate from their APLE® School with a GIA diploma must 1) meet the high school graduation requirements 2) submit all 8th grade report cards or official transcripts from former high school(s) to APLE® director.
- Bible Policy: A year of Bible is required for every year in attendance at a Seventh-day Adventist school.
- Graduating Early Policy: All academic acceleration must be approved by the GIA APLE® Committee. Please see the Acceleration document in the supplemental materials.
- For any coursework a student might need or wish to take during the summer, please contact the APLE director (APLEDirector@andrews.edu).
- APLE® schools with on-site teachers must turn in a complete semester grade report for each student at the end of the semester for GIA to record grades. Please note that if you are a junior academy and teach any course to an 11th or 12th grader, the course must be approved by GIA as an on-site course and grades submitted to GIA. Please see APLE® On-site Course Grade Report.
- APLE® schools must provide standardized testing results for students. If testing is not available through your local APLE® school, please contact the APLE® director.
- APLE® School College Preparatory diploma-seeking students are required to take the ACT or SAT. ALL students are encouraged to sit for the ACT or SAT. This makes students more marketable and could possibly set them up for scholarship opportunities. Please use Griggs International Academy school code: 210948, when signing up to take the test. The address to be used for Griggs International Academy is 12501 Old Columbia Pike, Silver Springs, MD 20904 USA.
- Students working toward a GIA diploma must complete a minimum of five (5) credits (Standard Diploma) or six

(6) credits (College Prep Diploma) through Griggs. This includes GIA on-site credits. **Two GIA online credits are required for every year of attendance, with a minimum of three credits for graduation if transferring in as a senior.**

- The two GIA online credits to be completed through Griggs MUST be core subjects from the following list:
 - Bible
 - Math
 - English
 - History
 - P.E.
 - Fine Arts
 - Applied Arts
 - Modern Language
- Courses taught on-site must be approved by the APLE® Committee and taught by a credentialed subject-area teacher.
- APLE® school changes in on-site teachers or courses offered must be submitted to the APLE® director for approval BEFORE the change goes into affect.

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.

Financial Policies

- APLE® school \$200 application fee is due at the time of application annually.
- Student enrollment fee of \$50/student/year must be paid at the time of enrollment.
- Tuition may be paid in full or financed over a maximum of seven months. Please see APLE® Student Enrollment Form for tuition fees.
- Supplies may be purchased through GIA's online bookstore at griggs.edu and select **Enrollment** then **Online Bookstore**. Some courses include e-books and fees are charged to the school's account. Information regarding access to e-books will be sent to students through the Griggs Online Program.
- Students enrolling in a GIA online math course will have access to a tutoring service 24/7. Fee will be charged to school's account and information regarding access will be sent to students via email within Griggs Online.
- Final exams will be released only upon receipt of all preceding assignments and final payment.
- Financial obligations are the responsibility of the APLE® school, not the student(s). No personal checks are accepted for APLE® school payment. The preferred method of payment is online through our payment portal.

- Schools teaching on-site courses that are to be recorded by GIA will be billed \$60 per student per .5 unit of credit.
- A delinquent account is one that is 30 days past due. All services for all students will be held if the school's account is delinquent. GIA may report delinquent accounts to a credit bureau. All costs of collection will be added to delinquent accounts.
- Refund Policy:
 1. APLE® student enrollment, math resource and e-book fees are non-refundable under any circumstance.
 2. Eligible for tuition refund up to 21 days after semester start date.
- Official transcripts must be ordered and paid for online. Transcript fees may be charged to APLE® school's account upon request.

Miscellaneous Fees*

The following fees may be charged to the school's account during the course of study. These fees are due as charged for service provided and cannot be included in a payment schedule. All fees are non-refundable.

APLE® School Application Fee	\$200 per school year
Alternate Exam: Grades 9–12	\$50 per student per exam
Challenge Exam: Grades 9–12	\$100 per student per semester
E-book Fee (for some courses)	\$20/\$30/\$50 per student
Enrollment Fee.....	\$50 per student per year
Expedited Transcript	\$40 domestic
High School Diploma.....	\$115 per student
Math Resource Fee.....	\$40 per student/per school year
Placement Test.....	\$110 per student per test
Recording: On-site credits recorded by GIA.....	\$60 per ½ credit per student
Returned Check	\$35
Standardized Testing	\$25

System Requirements and Technical Support for High School 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 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.
- Use of Chromebooks or Lenovo devices is not endorsed due to low performance capacity. Most are not able to support Griggs Online.

APLE® schools are responsible for supporting their own computers. GIA is not responsible for providing technical support for the students' computers. GIA will, however, support the computer application function of the online program.

GRIGGS ONLINE BOOKSTORE

Full descriptions of required and optional course materials for each GIA course are available through the GIA website—griggs.edu. Also visit this site for information on shipping and handling, book return and buyback policies.

The GIA Online Bookstore provides competitive pricing on used, new and digital textbooks, as well as book rental and buyback services. If you choose to purchase elsewhere, please pay close attention to the ISBN, year of publication and edition details for each textbook. International versions differ greatly, and used textbooks through other suppliers are not always accurately listed.

Please Note:

Tuition fees are based on student course load. The Financial Information chart can be found at the bottom of page 7.

APLE® Programs—Application

Supporting NAD Schools—APLE® Schools, Reach Out



Please email both pages to APLEDirector@andrews.edu

Please complete the following application. This document establishes local interest in an NAD Education Program, and allows schools, conferences and unions to give permission for a partnership between NAD and the local school for APLE® or Reach Out.

SCHOOL INFORMATION

SCHOOL NAME _____

SCHOOL MAILING ADDRESS _____

CITY _____	STATE/PROVINCE _____	ZIP/POSTAL CODE _____	COUNTRY _____	SCHOOL PHONE _____
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PRINCIPAL'S NAME _____	PRINCIPAL PHONE _____	CONFERENCE AND UNION _____
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PRINCIPAL EMAIL ADDRESS _____

APLE® CLASSROOM FACILITATOR _____	CONTACT PHONE _____	CONTACT EMAIL ADDRESS _____
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HOW DID YOU HEAR ABOUT GRIGGS?

Returning Student Teacher/Advisor Church/Pastor Social Media Website: _____
Publication: _____ Other: _____

Grade Levels for this Program: 9 10 11 12 (check all that apply)

Approximate number of students for this service: _____ School start date: _____

PROGRAM(S) REQUESTED

Online Service—Griggs teachers manage and grade; local facilitators manage students and their progress.

Potential Courses _____

Hybrid Service—Local teachers teach with GIA approval (GIA will need to approve certification for each teacher and a Course Outline for each class in addition to GIA Online courses. Each APLE® school will submit grades at the end of each semester to GIA to be recorded.) Please remember the policy for courses that must be GIA-delivered. **High school courses taught to eighth graders MUST be approved by GIA.*

Potential Courses _____

Supplemental Courses—GIA partners with academies that need to offer a course(s) to bridge any gaps. Students are NOT seeking a diploma through Griggs.

Potential Courses _____



Type of School K-8 Junior Academy (K-10) Senior Academy (K-12)

Permission Signatures Required for all APLE® Programs

	(print name)	(signature)	(email)
Treasurer (Site)	_____	_____	_____
Principal (Site)	_____	_____	_____
Board Chairman (Site)	_____	_____	_____
Conference Superintendent	_____	_____	_____
Union Director	_____	_____	_____

NOTE: By signing, you have reviewed and agreed to the terms and conditions outlined in this packet.

Verification of APLE® Program’s Information

(please initial if accomplished)

- | | | | | | | | |
|--|---|------------|-----------|--------|-------------------|-----------|----------------|
| <p>____ 1. Contact APLE® director: APLEDirector@andrews.edu.</p> <p>____ 2. Review financial requirements.</p> <p>____ 3. Read online APLE® School Packet guidelines.</p> <p>____ 4. Understand that Griggs approval is required for this partnership.</p> <p>____ 5. Understand that Griggs offers payment plan options, but final payment must be submitted at least three weeks prior to the last day of school.</p> <p>____ 6. Understand that all paperwork requested (school calendar, daily schedule, APLE® school application, certifications, course outlines, etc.) MUST BE SUBMITTED BY THE WEEK BEFORE SCHOOL BEGINS. September 30 is the absolute cutoff date for late starters.</p> <p>____ 7. Understand that students must finish courses during the local school’s academic calendar.</p> <p>____ 8. Background checks are required for ALL individuals working with APLE® students.</p> <p>____ 9. School must have insurance coverage for all students while on school grounds.</p> | <p>____ 10. Understand that to receive a Griggs diploma a minimum of 5.0 Griggs credits are required for a standard diploma and 6.0 credits for a college-prep diploma.</p> <ul style="list-style-type: none"> • Students must enroll in and successfully complete a minimum of 2.0 GIA credits each academic year. Both must be core areas of study from the following subject areas: <table border="0" style="margin-left: 20px; width: 100%;"> <tr> <td>• Religion</td> <td>• History</td> </tr> <tr> <td>• Math</td> <td>• Modern Language</td> </tr> <tr> <td>• English</td> <td>• Applied Arts</td> </tr> </table> • Students must successfully complete a minimum of 3.0 GIA delivered credits to graduate with a GIA high school diploma if transferring as a senior. • GIA on-site courses count toward the minimum credit requirements for all GIA diploma-seeking students. <p>____ 11. Understand that textbooks are available from the Griggs Online Bookstore, but are ultimately the responsibility of the local school for purchasing in readiness for classes to begin. Be sure to use ISBNs listed in the online bookstore if purchasing from other vendors.</p> <p>____ 12. Understand that if enrolling in Full Service OR On-site Service yearly standardized test results must be sent to GIA. Please contact the APLE® director if your school does NOT offer standardized testing.</p> <p>____ 13. Understand that this completed document must be submitted to the director for APLE® Programs at least three weeks prior to the beginning of your school year.</p> | • Religion | • History | • Math | • Modern Language | • English | • Applied Arts |
| • Religion | • History | | | | | | |
| • Math | • Modern Language | | | | | | |
| • English | • Applied Arts | | | | | | |

In submitting this application, I am verifying that I have read and understand the above information, and the information found in the contract of responsibilities on the following two pages.

Signature, title(s) _____ Date _____

<p><i>Financial Information for APLE® Programs (Schools, Reach Out)</i></p>	<table border="0" style="width: 100%;"> <tr> <td style="padding: 2px;">Application Fees for a School</td> <td style="padding: 2px;">\$200 annually</td> </tr> <tr> <td style="padding: 2px;">Enrollment Fees</td> <td style="padding: 2px;">\$50/student/year</td> </tr> <tr> <td style="padding: 2px;">Tuition (Full Service)</td> <td style="padding: 2px;">\$240/semester/student/course</td> </tr> <tr> <td style="padding: 2px;">Recording Fees (On-site Service)</td> <td style="padding: 2px;">\$60/semester/student/course</td> </tr> <tr> <td style="padding: 2px;">Miscellaneous</td> <td style="padding: 2px;">See Packet</td> </tr> <tr> <td style="padding: 2px;">Books</td> <td style="padding: 2px;">See Griggs Online Bookstore</td> </tr> </table>	Application Fees for a School	\$200 annually	Enrollment Fees	\$50/student/year	Tuition (Full Service)	\$240/semester/student/course	Recording Fees (On-site Service)	\$60/semester/student/course	Miscellaneous	See Packet	Books	See Griggs Online Bookstore	<p><i>Please note:</i></p> <ul style="list-style-type: none"> • <i>Look at enrollment form to see tuition</i> • <i>See Packet for extra fees: School pays tuition and fees</i>
Application Fees for a School	\$200 annually													
Enrollment Fees	\$50/student/year													
Tuition (Full Service)	\$240/semester/student/course													
Recording Fees (On-site Service)	\$60/semester/student/course													
Miscellaneous	See Packet													
Books	See Griggs Online Bookstore													

APLE® Programs Contract of Responsibilities

PLEASE MAKE A COPY OF THIS CONTRACT FOR YOUR FILES.

We, the undersigned, recognize that the Accredited Program for Learning Environments (APLE®) is a cooperative program that depends upon the cooperation of Griggs International Academy and the local school for its success. APLE® students are not GIA students; they are students of the local school. Furthermore, we understand the responsibilities outlined by this contract and promise to fulfill them faithfully and to the best of our ability.

Responsibilities of Griggs International Academy

In accordance with the terms of this contract, GIA shall:

1. Offer the benefits of a regionally-accredited program (Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools), Maryland state-approved program and certified Adventist teachers to the APLE® school.
2. Grade all submissions and exams.
3. Offer additional instruction, advice and course counseling for students as needed to guide them to a better understanding of the subjects.
4. Provide academic recordkeeping services that include weekly progress reports, unofficial transcripts of completed credits on demand and official transcripts for each student when ordered and paid for.
5. Perform annual evaluations.

Responsibilities of the Conference

In accordance with the terms of this contract, the conference shall:

1. Ensure the proposed program meets the standards of the conference, union and division.
2. Verify courses taught by campus faculty meet the requirements of the conference and the state.
3. Provide any necessary insurance, licenses, clearances or whatever may be needed to comply with state and/or local laws.
4. Visit the school periodically to evaluate its progress.

Responsibilities of the Parents

In accordance with the terms of this contract, the parents shall:

1. Support the school's efforts to keep students on schedule in their classes and on track for graduation.
2. Contact APLE® school classroom facilitator for academic updates. Review weekly progress reports.
3. Log into student's online account periodically to view student's progress in all courses.

Responsibilities of the Students

In accordance with the terms of this contract, the students shall:

1. Keep their books and equipment in good condition.
2. Work diligently to make good progress in their studies.
3. Know their schedule and help the APLE® classroom facilitator by turning in assignments on time according to the semester completion schedule created by the APLE school at the beginning of the school year.
4. Abide by all academic policies as outlined by both the local school and GIA.
5. Behave in a manner representative of an Adventist campus.
6. Uphold standards of academic integrity.

Responsibilities of the Local School Board

In accordance with the terms of this contract, the local school board shall:

1. Make certain that parents have been adequately informed about the APLE® program.
2. Ensure the program is financially viable.
3. Ensure the program meets an institutional need and the school is adequately staffed to handle the responsibilities.
4. Ensure the appointed APLE® classroom facilitator is qualified to work with students and is comfortable with using technology.

Responsibilities of the Local School Administration

In accordance with the terms of this contract, the local school shall:

1. Facilitate student progress by submitting, no later than two weeks after the beginning of each semester, a weekly completion schedule for each course. GIA prefers cohort learning schedules but understands this may not always be possible.
2. Provide the students with adequate classroom space and other physical facilities.
3. Assign a responsible and well-organized person (preferably someone with teaching experience) to supervise the APLE® program and to work with the GIA APLE® director. This individual must be available to read lessons aloud and provide guidance on a daily basis.
4. Ensure proper and timely payment in accordance with GIA's financial policies. The school must collect payment from students and parents, but GIA deals only with the local school. The school shall meet payment deadlines without regard to the school's collection of payments from students and parents. Any delay in receipt of payment may result in withholding of service by GIA.
5. Ensure that payment of recording fees for courses taught on campus and recorded by GIA is paid with submission of grades at the end of each semester.

Responsibilities of the APLE® Classroom Facilitator

In accordance with the terms of this contract, the APLE® classroom facilitator shall:

- Be comfortable with technology
 - » Work with GIA's LMS (Learning Management System) to ascertain student progress and lesson materials, number of submissions and tests in each course
- Be organized
 - » Create classroom/class schedules emphasizing cohort learning
 - » Be familiarized with GIA course requirements such as number of lessons, submission, tests and outlines
 - » Coordinate Griggs courses completion requirements with local school end-of-semester dates
 - » Organize students in adhering to their schedules
- Communicate well: interpersonal, telephone, email and via virtual conferencing programs such as Zoom
 - » Communicate to the following:
 - Local Administration
 - grades (midterm, semester, as requested by parent)
 - behavior
 - Students
 - GIA APLE® Administration
 - requests
 - needs
 - observations
 - GIA APLE® Teachers
- Be resourceful in helping students find answers to questions about or within their courses
- Model and facilitate academic integrity
- Schedule and proctor exams
- Perform other duties as recommended by your local school
- Complete GIA Facilitator course

College Preparatory Diploma (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 an additional course
- Minimum 20 hours per year of community service

- ACT/SAT test scores (required)

Standard Diploma (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 an additional course
- Minimum 20 hours per year of community service
- ACT/SAT test scores (recommended)

AGREEMENT: The school agrees to pay Griggs International Academy (GIA) the entire amount due under the contract within the number of (payments) months remaining in the academic school year with final payment due no later than three (3) weeks before the last day of school. The school further agrees to abide by the terms stated in the APLE® Packet. The school understands that GIA reserves the right to deny credit/financing on the basis of the school's credit history.

Griggs High School Diploma Programs

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 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 (<i>any year</i>)	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 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 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
Computer Literacy	1
Science	1
Physical Education (<i>any year</i>)	½
Community Service ¹	0
Grade 10	
Bible II	1
English II	1
History & Social Science course	1
Algebra I/Geometry ³	1
Biology	1
Independent Physical Fitness (<i>any year</i>)	½
Community Service ¹	0
Grade 11	
Bible III	1
American Literature	1
U.S. History	1
Algebra II/Geometry ³ /Math course	1
Science course	1
Health	½
Community Service ¹	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 ¹	0

Electives for Both Diplomas

Business and Technology (Applied Art) UNITS

Entrepreneurship	½
Keyboarding ²	½

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 (<i>Independent Study</i>)	½
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History and Social Sciences

Criminology	½
Holocaust History	½
World History	1

Mathematics

Consumer 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

Elective

Preparing for College and Career	½
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(Course offered through Adventist Learning Community)

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.

* 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

All courses are available online through your computer or mobile app. Use of Chromebooks or similar laptops is not endorsed by Griggs due to the low performance capacity. Most do not support the interactive functions in the courses. Tablet and mobile devices have support but certain functionality may be limited. They 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—Standard and College Prep
(must include 1 unit Computer Literacy)*

Computer Literacy (1 Unit—required)**
*1048—Microsoft Office required
(free subscription available upon request)*

Virtually every aspect of daily life requires some level of computer usage. You will research important issues such as developing your own code of ethics and apply them to real-world problems, computer security, cyberbullying and appropriate computer usage. Computer Literacy combines problem-solving skills while encouraging creativity and attention to detail throughout the course via assignments and projects using Microsoft Office Suite programs. You will gain experience in creating charts, letters, presentations and spreadsheets that rely on research and mastery of computer skills. Upon successful completion of Computer Literacy students will be equipped to handle the requirements of computer usage in higher education.

Computer software requirements (software is not available through GIA). Most recent versions of the following:

- Student needs access to a computer with high-speed internet access
- Adobe Flash Player 10.1 or newer (free download)
- Microsoft Office 2016 or Office 365. If software is needed, contact GIA for **free** subscription. Office Online is not supported by this class.
- Adobe Acrobat Reader (free download)
- Cannot use Chromebook for this course

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 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.

English

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

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

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

High School Course Descriptions *continued*

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)

683—textbook required

Prerequisite: English I or equivalent

You will review the principles of writing effectively and reading with understanding. A study of the elements of literature and literary forms such as the short story, essay, play and poem are discussed. You will also develop language skills by studying grammar topics, conducting literary analysis, and writing short compositions.

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.

World and British 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, the Victorian era, and into the 20th and 21st centuries.

You will study *Cantebury Tales*, *Henry V*, *Price & Prejudice*, and *The Importance of Being Earnest*, and more. You will also hear the voices of human justice for the struggle for rights under the British Empire. 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—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 re-decorating your room? If so, the design industry might just be for you! In this course, you will explore what it

High School Course Descriptions *continued*

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—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 participants 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.

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.

High School Course Descriptions *continued*

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

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)**

1099

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)**

1028

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)**

1022

Most people go about life without worrying about what happened in the past. Why worry about something that isn't in the present? No matter where in the world you live, your life has have been shaped by issues, inventions, figures and ideas that have happened in the past. As you look deeper into World History, you will learn about the ancient world and how the major religions developed. You will walk through the Renaissance and Reformation and see how new ideas and culture were brought to this world. You will look at what issues caused the World Wars to begin and how new inventions changed warfare. Exploration of what has happened in the past can explain how that has shaped our lives and how we live today.

High School Course Descriptions *continued*

Mathematics

3 Units—Standard

4 Units—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)**

989—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

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)**

1025—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—College Prep

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

High School Course Descriptions *continued*

and learn to speak about more complex topics such as shopping, weather, sports, entertainment, and leisure activities. 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—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 (1 Unit)

1045—eBook provided/textbook available

1st Semester: Daniel & Revelation and Beliefs

- What is the Great Controversy? In this course you will gain an understanding of how God offers His perspective of the past, provides hope and forgiveness for today, and gives insight and assurance for things yet to come. Also, you will learn about the beliefs of the Seventh-day Adventist Church and how each belief leads to a deeper, personal relationship with Jesus, how to experience victory in Jesus and finally how He plans to rescue His faithful friends in the end!

2nd Semester: Romans and Friendships

- What do I have to do to be saved? Through a study of the book of Romans you will learn how the Gospel is available to all who will believe and Jesus’ desire to change your life forever. You will see how He has solved the sin issue once and for all, and wants to cover you with His righteousness if you will but surrender your heart to Him. You will also learn that by allowing Jesus in your heart and spending time with Him you can experience true friendships on earth. Not only will you learn the mechanics behind

High School Course Descriptions *continued*

friendships, the test of true love, and self-worth in a relationship, but how through Jesus it is truly possible to love our neighbors as we love ourselves.

Bible IV (1 Unit)

1046—*eBook provided/textbook available*

1st Semester: Hebrews and Marriage & Family

- Is the sanctuary really relevant to us in the 21st Century? This course explores the meaning and comparison of the Old Testament sanctuary services to what Jesus is doing for us, today, in the heavenly sanctuary. You will learn of His great sacrifice and love for you and His desire to be with you. Many times in the Bible Jesus' relationship with His people is likened to a marriage. Also in this course, you will learn God's design for love and how to support each other in the marriage and family realm. You will gain practical advice on how to manage your finances, to teach your children to love and serve Jesus, and to love others as yourself.

2nd Semester: Worldviews & Religion and Life Philosophy & Moral Issues

- What is the foundation for your morals and philosophy of life? In this course you will tackle the foundational issues of morality, examining why we do the things we do and for what purpose. Knowing what and why you believe the way you do provides a foundation on which to build your worldview. Major religions are discussed to bring about empathy and respect for another's point of view while solidifying your own belief system. This course also provides an understanding of cults and alternative religions and the Christian's response to them.

Sciences

3 units—*Standard (must include 1 unit Biology)*

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

Anatomy and Physiology (1 Unit)**

1026

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)**

High School Course Descriptions *continued*

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 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.

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

Algebra I	Computer Literacy	Forensic Science II	Spanish II
Algebra II	Criminology	Geometry	U.S. Government
Anatomy and Physiology	Culinary Arts	Holocaust History	U.S. History
Art in World Cultures	English I	Music Appreciation	World History
Biology	Entrepreneurship	Photography I	
British and World Literature	Fashion and Interior Design	Physics	
Chemistry	Forensic Science I	PreCalculus	
		Spanish I	

University Credit/Advanced Placement Credit

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 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 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 requires signed approval from a parent and high school registrar.

There are a few financial requirements:

- Cost: \$145 per credit + \$70 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, 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 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.

Fall Semester: August 29–December 15, 2022

Asynchronous

No regular class attendance but some may require project group or individual video conference with teachers:

- ENGL 115 950 College Writing I [3 credits, Grade 12 only]
- HIST 117 950 Civilizations & Ideas I [3 credits]
- PSYC 101 950 Introduction to Psychology [3 credits]

Spring Semester: January 9–May 2, 2023

No regular class attendance but some may require project group or individual video conference with teachers:

- ANTH 200 950 Cultural Anthropology [3 credits]
- ENGL 115 950 College Writing I [3 credits, in Grade 12 only]
- ENGL 215 950 College Writing II [3 credits, in Grade 12 only]
- MLSC 110 Medical Terminology [1 credit]
- PSYC 101 950 Introduction to Psychology [3 credits]

High schoolers who have earned an A or B in at least one Andrews online class may request permission to take an interactive online 999 section in their senior year. Email precollege@andrews.edu including your full name, and the title of the class, for review and approval prior to enrolling.

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 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*

University Credit/Advanced Placement Credit *continued*

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.

Cost and Payment:

(ALL COSTS ARE NON-REFUNDABLE)

No enrollment fee
\$30 Technology fee
\$200 Single semester only (½ Unit)
\$250 Full year (1 Unit)
\$40 Math Resource Fee (math tutoring service included)
Payment in full can be made by check, money order or credit card.

Textbooks: Textbooks can be purchased online through the Griggs online bookstore on the Griggs website at *griggs.edu* or books can be acquired online. If purchasing from other vendors, please be sure to use the ISBNs found in the online bookstore.

Recordkeeping: Each school has a different policy regarding recording of credit recovery courses, so please be sure to inform students of this policy prior to them enrolling your school's policy. Griggs will assign a percentage grade.

Deadline Extension: Students should complete the credit recovery course within the allotted time. A free

one-week extension will be granted if requested before the deadline. An additional six-week deadline extension request made AFTER the deadline will only be granted if approved by a GIA official 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 or tablet 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) co-curricular events. Students are invited to attend a monthly Live Chapel, a variety of workshops and weekly class mentor groups. Watch the calendar for coming events.

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 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 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.

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 encouraged to finish a school year in a 9-month period (180 days). To assist, use the pacing charts provided.

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. Local Berrien Springs area students are required to use this service.

The testing request process is as follows:

- **Step 1:** Complete and submit all coursework and DBAs leading up to the exam.
- **Step 2:** 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. For time-sensitive requests, please contact the APLE director (APLEDirector@andrews.edu).
- **Step 3:** Examination date, time and location arrangements are made between student and proctor.
- **Step 4:** GIA sends login and password information to proctor. Exam is then released for a set window of time.
- **Step 5:** The proctor should NEVER give the exam password to the student.

Hint: You can submit a request for an exam when you are one assignment shy of the exam.

The test-taking process is as follows:

- Make sure to read instructions within exam
- Exams are up to three hours in length
- 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 exam can schedule a time with their instructor to go through it.

Standardized testing is an important part of educational assessment. GIA uses the Stanford10 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.

To learn more, visit Announcements on the griggs.edu homepage.

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 cumulative grade is not visible until the course is completed. This makes it possible for the teacher to make adjustments. If you want to know your 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 help students in 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: 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 \$30 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 [enrollment 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.

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).

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](#)—look at the links in the left column). 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 (*APLEDirector@andrews.edu*)
- 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 the APLE director (*APLEDirector@andrews.edu*)
- Is your cumulative GPA (Grade Point Average) higher than 3.49 and you are seeking a College Prep Diploma? You could be an honor roll participant. Contact the APLE director (*APLEDirector@andrews.edu*) for more information.

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!

APLE® Student Enrollment

One per student: *copy as needed*

GRIGGS ID# (select one):

New to Griggs, No ID#
Returning Student,

ID# _____

Please email to APLEDirector@andrews.edu

APLE® Classroom Facilitator

Name: _____
Email: _____

STUDENT INFORMATION

FIRST NAME	MIDDLE NAME(S)	LAST/FAMILY NAME(S)	GENDER Male Female Other	DATE OF BIRTH (mm/dd/yyyy) _____
STUDENT EMAIL	GRADE LEVEL TYPE Freshman Junior Sophomore Senior	RELIGIOUS AFFILIATION (optional)		
USA CITIZEN OR PERMANENT RESIDENT Yes No	CITIZENSHIP	PRIMARY LANGUAGE	ETHNICITY (optional) Hispanic Non-Hispanic	
<p>RACE (optional)—Your disclosure/non-disclosure of the information below will not affect your eligibility for admission. The federal government requests that we collect this data for statistical purposes. The categories below do not denote scientific definitions of anthropological origins; we and the government recognize that the categories are not perfect or inclusive of everyone’s complex backgrounds. Nevertheless, please select the one group with which you most closely identify.</p> <p>Black/African American American Indian/Alaskan Asian Hawaiian/Pacific Islander White/Caucasian</p>				
I AM PLANNING TO GRADUATE FROM GIA Other: _____	GIA DIPLOMA TYPE DESIRED: Standard College Prep	DOES THIS STUDENT HAVE AN ACTIVE IEP/ISP?: Yes No <i>If yes, please submit to apledirector@andrews.edu</i>		
<p>ACCOMMODATIONS: If a student has non-academic accommodations that should be considered please send official documents to APLEDirector@andrews.edu.</p>				

GIA ONLINE COURSES	NAME OF COURSE	1 ST SEMESTER	2 ND SEMESTER
		<input type="checkbox"/> Paper <input type="checkbox"/> Online	<input type="checkbox"/> Paper <input type="checkbox"/> Online
		<input type="checkbox"/> Paper <input type="checkbox"/> Online	<input type="checkbox"/> Paper <input type="checkbox"/> Online
		<input type="checkbox"/> Paper <input type="checkbox"/> Online	<input type="checkbox"/> Paper <input type="checkbox"/> Online
		<input type="checkbox"/> Paper <input type="checkbox"/> Online	<input type="checkbox"/> Paper <input type="checkbox"/> Online
		<input type="checkbox"/> Paper <input type="checkbox"/> Online	<input type="checkbox"/> Paper <input type="checkbox"/> Online
		<input type="checkbox"/> Paper <input type="checkbox"/> Online	<input type="checkbox"/> Paper <input type="checkbox"/> Online
		<input type="checkbox"/> Paper <input type="checkbox"/> Online	<input type="checkbox"/> Paper <input type="checkbox"/> Online
		<input type="checkbox"/> Paper <input type="checkbox"/> Online	<input type="checkbox"/> Paper <input type="checkbox"/> Online

- GIA Online tuition:** Number of boxes checked under the 1st and 2nd Semester columns: ___ x \$240 = \$ _____
- Non-Refundable APLE Student Enrollment Fee: \$50**
- Math Resource Fee (for ANY math course student is enrolling in): \$40**

HYBRID SERVICE	GIA APPROVED COURSES TAUGHT BY CERTIFIED TEACHERS AT SCHOOL	
		<input type="checkbox"/> 1 st Semester <input type="checkbox"/> 2 nd Semester
		<input type="checkbox"/> 1 st Semester <input type="checkbox"/> 2 nd Semester
		<input type="checkbox"/> 1 st Semester <input type="checkbox"/> 2 nd Semester
		<input type="checkbox"/> 1 st Semester <input type="checkbox"/> 2 nd Semester
		<input type="checkbox"/> 1 st Semester <input type="checkbox"/> 2 nd Semester

Reminder: Recording fee will be assessed upon receipt of semester grades. (course semester grade x # students x \$50)

Andrews University Course Name	Credit Desired	Semester
	<input type="checkbox"/> Dual <input type="checkbox"/> College only	<input type="checkbox"/> 1st <input type="checkbox"/> 2nd
	<input type="checkbox"/> Dual <input type="checkbox"/> College only	<input type="checkbox"/> 1st <input type="checkbox"/> 2nd

Andrews University courses for high school students must be approved by APLE® director and do not necessarily replace required core courses for graduation. Please contact APLE® director BEFORE enrolling any student in a “College Course for High School Students” course.

EDUCATIONAL HISTORY

SCHOOL NAME		PREVIOUS SCHOOL PHONE /EMAIL			DATES ATTENDED
PREVIOUS SCHOOL ADDRESS	CITY	STATE/ PROVINCE	ZIP/POSTAL CODE	COUNTRY	
REPORT CARD/TRANSCRIPT <i>(must be evaluated before new student can enroll)</i>					
Enclosed Requested from School Other: _____					

PARENT/GUARDIAN INFORMATION

PARENT/GUARDIAN NAME <i>(first, middle, last)</i>		RELATIONSHIP TO STUDENT	LEGAL CUSTODY <i>(if applicable)</i> Full Shared None		
CURRENT MAILING ADDRESS <i>(if different from student address)</i>		EMAIL <i>(required)</i>			
CITY	STATE/PROVINCE	PRIMARY PHONE <i>(include country code)</i>	ALTERNATE PHONE NUMBER <i>(optional)</i>		
ZIP/POSTAL CODE	COUNTRY	OCCUPATION	PRIMARY LANGUAGE		
ADDITIONAL PARENT/GUARDIAN NAME <i>(first, middle, last)</i>		RELATIONSHIP TO STUDENT	LEGAL CUSTODY Full Shared None		
CURRENT MAILING ADDRESS <i>(if different from student address)</i>		EMAIL <i>(required)</i>			
CITY	STATE/PROVINCE	PRIMARY PHONE <i>(include country code)</i>	ALTERNATE PHONE NUMBER <i>(optional)</i>		
ZIP/POSTAL CODE	COUNTRY	OCCUPATION	PRIMARY LANGUAGE		

Appendix

(Supplemental Documents and Forms)

NHS Process and Timeline

A. To become a member of the GIA APLE® School National Honor Society a student must:

- a. have completed enough credits to be considered a sophomore, junior or senior
- b. have completed at least 3.0 GIA credits
- c. have a GPA of 3.5 or higher
- d. demonstrate leadership, service and strength of character.

B. Timeline of the NHS Process and Membership:

- a. *Second Week of February:* the APLE® director collects a list of full-time students with a cumulative GPA of 3.5 or higher.
- b. *Last week of February:* the APLE® director will inform local administrators and facilitators of any potential NHS members on their campus.
- c. *First week of March:* the APLE® director will send a GIA NHS membership application to all potential NHS members. These applications are due to the APLE® director no later than the second week of March.
- d. *Third week of March:* a letter of acceptance or suggestion will be sent to students with a notification email going to local administration and facilitators.
- e. *Prior to April 15:* Local administration and facilitators work with appropriate APLE® schools to plan an NHS Induction Ceremony. This ceremony needs to take place before the end of April.
- f. *Fourth quarter of the school year:* GIA NHS members will meet periodically for introduction and the setting of goals and voting of NHS officers.
- g. *1st and 2nd quarter of the following academic year:* NHS carries out goals and NHS-wide community service activities.

COMMUNITY SERVICE REPORT

Fill out form. Obtain signatures. Scan and email to: GriggsAdvisor@andrews.edu

NOTE: Minimum of 20 hours of community service per year of enrollment with Griggs is required. Make copies as needed

Information:

Name: _____ ID Number: _____
Last First M.I.

Dates Served: _____ to _____ Total Hours of Service: _____
mm/dd/yy mm/dd/yy

Description:

Description of community service tasks performed:

Student Signature:

With my signature I verify that I have completed the community service as recorded above.

Signature of Student Date

Printed Student's Name

Supervisor Signature:

With my signature I verify this student has completed the community service as recorded above under my supervision.

Signature of Supervisor, Title Printed Supervisor's Name Date

Organization Name Phone Number

Organization Address



APLE Onsite Course Grade Report

complete one for each student

Name of APLE School: Put your School Name here

GIA School Number: Put School's # here

Name of Student: Put your Student's Name here

GIA Student Number: Put Student's # here

School Year: (ex: 2015-2016)

Semester: Put 1st or 2nd Semester here

Course Name	Percent	Letter Grade (see grading scale below)	Credit	Recording Fee
TOTAL:				

Signature of APLE Principal/Facilitator

Date

Grading Scale			
93-100%	A	73-77%	C
90-92%	A-	70-72%	C-
88-89%	B+	68-69%	D+
83-87%	B	63-67%	D
80-82%	B-	60-62%	D-
78-79%	C+	00-59%	F

*Please submit to APLE Director – APLEDirector@andrews.edu.

For student NHS consideration, **ALL 1st semester grades must be submitted no later than 4 weeks after the end of the first semester.



LEARN MORE

Lamar Nangle

APLE® Programs Director

Phone: 301-680-6585

Email: APLEDirector@andrews.edu