

HANDBOOK

I. INTRODUCTION

Andrews Academy is operated to provide secondary school education which is distinctly Christian in nature. To restore in each student the image of his/her Maker is the primary object of the school's program. This object may be accomplished only through the ministry of the Holy Spirit who restores the soul and is the Chief Teacher. This object guides the planning of each class, each program, each activity. This publication describes the nature of the school and declares its principles and aims. Before seeking enrollment at Andrews Academy, students should carefully study these principles and aims to determine if they are in accord with the purposes of their own lives and then decide if they desire to entrust their intellectual, cultural, physical, and moral development to the school.

The student who desires the image of Jesus Christ to be restored in his/her life is encouraged to apply.

Students ought not to apply who know their style of life to be at variance with this great objective and the other aims and principles of the school and who do not desire to choose them as guides for their lives. This choice should be made before enrollment.

II. CO-CURRICULAR ACTIVITIES

The Academy conducts a wide range of social, recreational, and spiritual co-curricular programs which are designed to provide opportunities for harmonious growth and development. Each

student is encouraged to be involved in a broad scope of these activities to supplement the academic aspect of academy life. The strength of these programs depends on each student investing his/her talents. An activity calendar is produced annually. Additional activities are scheduled during the school year.

Written parental consent and transportation by school-approved vehicles are required for participation in all school-sponsored, off-campus activities.

The participation of an academy student in University programs, organizations, or groups is subject to the approval of the Student Affairs committee. Approval is based on the student's citizenship, academic records and the effect the participation may have on his or her academy program in general.

When the academy and the University provide organizations of a similar nature, membership in the academy organization is required before permission is granted for membership in the University organization. Forms on which to request approval for participation are available in the academy office.

Andrews Academy Student Association

Each student and faculty member is a member of the Student Association. Being an active member of the Student Association helps to develop in the student a sense of responsibility as well as qualities of leadership, good citizenship, and self-government. The Student Association officers have the additional responsibility, in conjunction with the Student



Council, to plan and conduct student activities at the academy

New officers are elected in the spring of each school year. These include the president, vice-president for religious activities, vice-president for social activities, secretary, treasurer, and public relations director.

The Student Council is composed of the Student Association officers, three representatives from each of the four academy classes and the Student Association sponsors.

The constitution of the Student Association is located in the back of this publication.

CLASS ORGANIZATION

Within the last month of the school year, the principal will organize the senior class for the coming year. The sophomore and junior classes are organized during the month of August or September; freshmen in October. Each class elects a president, vice-president, pastor, secretary, treasurer, parliamentarian, and three representatives to the Student Council. A sophomore, junior, or senior class president must have been a student at the academy for one year prior to being elected. Please note the paragraph on Student Officer Eligibility.

A member of a class who meets the qualifications to hold an office may become a candidate for office in one of two ways:

1. A student may submit his/her name and the office title on the appropriate form to the primary class advisor at least eight school days prior to the scheduled date for the election.
2. With the concurrence of the student to be nominated, a student may nominate a class member by submitting his/her name, the office title, and the signatures of

four other class members who support the nomination on the appropriate form to the primary class advisor at least eight school days prior to the scheduled date for the election.

The names of candidates for all offices will be posted for five school days prior to the day on which the class is scheduled to be organized.

Payment of class dues is part of the annual tuition charge and amounts to \$25.00 per student per year. Each class is to develop an operating budget based on a small portion of their treasury proceeds for their freshman and sophomore years, with somewhat more substantial expenditures for their junior year, reserving as much as possible for the heavier expenses of their graduating year. Class sponsors and officers are charged to carefully manage their class's resources.

Clubs

All groups or organizations desiring to use the school name, sup-

plies, equipment or facilities and desiring to represent the school in an official or unofficial capacity must have faculty permission to organize and function. Each group or organization must be authorized by the Student Affairs Committee and must have a copy of its constitution and by-laws on file in the academy office. The financial plan for each group or organization is voted by the members and must be approved by the Student Affairs Committee.

STUDENT OFFICER ELIGIBILITY

To be eligible to be elected as an officer for the Student Association, Freshman, Sophomore, Junior, or Senior class, National Honor Society, *Sanjo* editor, *Silhouette* editor, or any other student organization, the student must have and maintain a good and regular citizenship status and have and maintain a current and cumulative grade point average of 2.0 or higher. Students who



qualified at the time of their election but fell into a citizenship probationary status or a current or cumulative grade point average less than 2.0 must resign their office. The organization sponsors and school principal or vice principal will work with the organization to arrange a plan for handling the vacancy.

Social Activities

Social activities are planned throughout the year by the students and faculty. Plans for all such activities must be submitted to the academy office on the "Student Activity Proposal" form two weeks in advance of the event, for consideration by the Student Affairs Committee. Usually these activities are only for the students and faculty of the school; others may attend only with the approval of the Student Affairs Committee. Social activities conducted on school nights (Monday-Thursday) are to conclude by 8:00 p.m. The standards contained in this publication are the guidelines for planning and conducting social activities.

Recreation

The academy provides the opportunity for students to engage in basketball, volleyball, floor-hockey, and other recreational activities. In cooperation with the university, handball, racquetball, and swimming are provided for academy students. All recreation schedules are posted on the gymnasium bulletin board.

The academy also conducts an active intramural athletic program for both young men and women. Sports included are flag ball, volleyball, basketball, softball, soccer, and floor-hockey. Other organized activities may include table tennis, track events, golf, badminton,

tennis, racquetball, and handball.

The academy does not provide for interscholastic varsity sports events. The intramurals and alumni/academy games provide the greatest opportunity for the largest number of academy students to participate.

Health and Fitness Center Safety Procedures

The Health and Fitness Center is specifically for exercising. Each person using the Center must have a partner with whom to exercise and to serve as a spotter at all times. This is particularly important when free weights are being used. Each person and partner using the Fitness Center must sign in with the supervisor. This procedure grants permission for use of the Center and confirms the signer's compliance with the posted rules. No one is allowed use of the Center without following this procedure. The complete policy and guidelines for using the Andrews Academy Health and Fitness Center may be obtained at the physical education offices.

School Paper

The academy school paper, *Sanjo*, is published to acquaint the students, their families, and friends with the various aspects and activities of the academy program.

School Annual

The academy annual, the *Silhouette*, is produced by the students and issued in May. It is a pictorial and written record of the school year.

Kaleidoscope

Kaleidoscope is a media presentation at the end of the year which depicts activities and events of the school year. Slides and

video pictures are taken throughout the course of the year and used to produce this hour-long presentation. A staff of students with a sponsor is appointed to accomplish this work.

Student-Faculty Directory

The academy associates with the Ruth Murdoch Elementary School in publishing the student/faculty picture directory, *The Expo*, which is issued by October.

School Trips

Among the various trips sponsored by the school each year are the senior class trip, the educational tour, music tours, language study tours, mission trips and field trips. All standards contained in this publication or announced by the faculty apply to all school-sponsored trips.

Student Leadership

The Andrews Academy program provides extensive opportunities for students to participate with the school's administration. These opportunities includes membership on standing and ad hoc committees, membership on the Student Council, as well as serving as officers for classes, the Student Association, and other organizations. Students who wish to participate in this opportunity for leadership should express their interest to the principal.

A student may hold only one leadership position at a time. Such leadership positions do not include staff position in the following organizations: *Expo*, *Sanjo*, *Silhouette*, *Kaleidoscope*.

A student elected or appointed to a leadership position must have and maintain a good and regular citizenship record and a current and cumulative 2.00 or higher grade point average.

The Academy Computer Laboratory

Andrews Academy has established a computer laboratory consisting of 24 networked computers, a scanner, laser and color printers, making word processing, e-mail and the world wide web available to students. Additional networked computers are available in the Technology Department and the Instructional Media Center (IMC) for study and research purposes. Other computers are available for use as stand-alone word processing stations. The computers are open for student use under the direction of faculty supervision. Those using the computers are required to follow the published *Acceptable Computer Usage* policy and any other guidelines established by the faculty supervisors or their representatives.

III. STUDENT CITIZENSHIP

Andrews Academy maintains the historic ideals of Seventh-day Adventists in matters of morals, dress, and conduct. The teaching of these ideals is one of the reasons for its existence. The standards for conduct are intended to improve the students' standing in society, elevate their character, ennoble their minds, and increase their happiness.

Citizenship Standards

The conscientious Andrews Academy student shows willingness to cooperate with the citizenship standards as outlined for the school.

The student will note the following:

1. Purposefully support the religious ideals of the school rather than willfully undermining them.
2. Congenially fulfill the citizenship standards rather

than willfully disregarding them.

3. Respect the seventh-day Sabbath by refraining from all ordinary labor and activities and by attending religious services.
4. Use pure language and avoid the appearance of evil rather than using profane language or indulging in lewd conduct or suggestions, or possessing or displaying obscene materials.
5. Follow practices which contribute to strengthening the body temple rather than possessing or using alcoholic beverages, tobacco or other dangerous and debilitating drugs.
6. Participate in activities which strengthen character and encourage forthrightness rather than gambling or possessing or using gambling devices.
7. Practice honesty, truthfulness, and integrity rather than stealing, lying, cheating, and willfully deceiving in school affairs and life in general.
8. Base association with others on purity and belief in the inestimable value of self and others.
9. Select recreation which contributes to the development of Christian character rather than attending places of amusement such as dances, pool halls, night clubs, taverns, gambling establishments, etc.
10. Practice punctuality and dependability by meeting appointments regularly and promptly.
11. Dress modestly, neatly, appropriately and simply.

Discipline

The express purpose of the school program is to encourage the acceptance of its citizenship standards by each student. When a student shows, by the direction of his/her life, little or no desire for these standards, his/her continuance in the academy will be evaluated.

The procedures the administration and faculty normally follow to encourage the student who chooses not to fulfill the school standards are as follows:

1. Cautionary admonition: verbal counsel to a student about citizenship problems.
2. Notice of citizenship referral: a standardized notice which states the student has not met a school standard. Copies of such notices are sent to the parent/guardian and the student's advisor.
3. Statement of serious concern: a written statement expressing serious concern about the trend of a student's school program, with copies sent to the parents and the student's advisor.
4. Citizenship Probation: a disciplinary status indicating the student has had a trend of citizenship irregularity, attendance irregularities, citizenship referrals, or more serious behavior experiences which are considered cause for serious concern. In instances where the faculty has confidence that the student can make improvement he/she maybe retained or reinstated in the school on a citizenship probationary status. This status is to provide the

student the opportunity to change the trend of his/her experience or to show that the misbehavior is an out-of-character incident. If the trend continues, the student may make himself/herself ineligible to remain in school and might be asked to terminate. When a student's citizenship status becomes probationary, he/she is prevented from running for or holding student leadership offices and he/she is not permitted to participate in major off-campus overnight school activities: musical organization tours, educational tours, Austrian exchange tour, SOW Safari, Bible Camp, senior class trip, outdoor education tour classes, or any other similar and/or overnight school activity. Student citizenship status reviews are conducted administratively on an individual basis at the conclusion of 60-school days of probationary status. Uncompleted periods of probationary observance extend from one semester to the next. This includes second semester of the current year to first semester of the following school year.

5. In-school suspension: a detention period used when the Student Affairs Committee has determined its value for a particular situation. Students who are requested to serve an in-school suspension are required to report to the academy office upon arrival and complete specific reading/writing packets designed to help him/her

better understand the seriousness of the infraction with which he/she was involved. The length of the suspension can range from one or two hours to several days, depending upon the severity of the situation. When the student has successfully completed all necessary objectives and has been debriefed by one of the administrators, a Citizenship Referral is issued and the student returns to class.

6. Suspension: exclusion from the academy for a limited period of time because the student has had attendance irregularities, a trend of citizenship referrals or a major citizenship problem. The student may be suspended by the principal, the vice principal, or by action of the Student Affairs Committee. If the student and parents desire the student to continue in the academy, they may request reinstatement and indicate how the student plans his/her program to be different in the future. The Student Affairs Committee will then determine if the student should continue in the academy, and if so, under what conditions.
7. Termination at end of semester: withdrawal from the academy by action of the Student Affairs Committee or the faculty because of a trend of citizenship irregularities or a major citizenship problem but with permission to complete courses in progress provided the

student's program is acceptable during the interim.

8. Immediate termination: withdrawal from the academy by action of the Student Affairs Committee or the faculty because of a trend of citizenship irregularities or a major citizenship problem. Usually a statement of serious concern or other negative item in a student's citizenship record will not affect the recommendation forwarded to the Admissions Committee or to another institution if that particular item is an isolated, out-of-character development with no recurring pattern in combination with other citizenship problems. Probation, suspension, and termination are of major significance, however, and are, as a rule, included in the citizenship recommendation forwarded to any other institution to which the student applies.

While some of these approaches may be applied sequentially, specific circumstances may cause the administration and faculty to apply a specific element of discipline without applying some of the preliminary elements listed.

Implementation of Citizenship Referral System

1st Referral - Citizenship Referral given to student, advisor, parent/guardian (to be returned with parent's signature.)

2nd Referral - All items of 1st referral *plus the following:*

- 1) In-house suspension (directed reading and reflective assignment;
- 2) Conference with parent/guard-

ian and administration

3rd Referral - All items of 2nd referral *plus* Letter of Serious Concern

4th Referral* - All items of 3rd referral *except* Letter of Serious Concern replaced by Notice of 60-school days Citizenship Probation

5th Referral - Suspension: Re-application may be part of the process; student status to be Critical Citizenship Probation.

6th Referral - Suspension: Student Affairs Committee action with possible recommendation to the Andrews Academy Operating Board.

* Top level infractions, such as academic dishonesty and insubordination, go directly to the level of the 4th referral or higher. Dress code violations require immediate compliance. This requires parental involvement.

Academic Dishonesty

Academic Dishonesty seriously compromises a student's integrity, as well as the good faith necessary to a productive faculty-student partnership. Andrews Academy defines "Academic Dishonesty" as the willful submission/presentation of another's work or ideas as one's own without appropriate attribution. Further, academic dishonesty involves cheating in all forms, including but not limited to supplying or copying answers from an outside source for exams, assignments, or standardized tests, or utilizing any unauthorized device for the purpose of generating information for such activities, and/or falsifying the information submitted as part of any assignment or exam. A student involved in academic dishonesty may not receive credit for the class work in which he/she is dishonest. The instructor completes a Citizen-

ship Referral and refers the case to the Student Affairs Committee for further action. An incident of academic dishonesty is considered a top level infraction and generally the student is placed on a citizenship probationary status.

The student involved in additional dishonesty in the same class or in another class may be required to withdraw from one or both classes and forfeit the academic credit. If further or more broad-based incidents take place, serious discipline, suspension, or termination from school may be considered by the administration and/or Student Affairs Committee.

Public Display of Affection

Expression of love and affection is a sacred, personal matter, and it is considered in very poor taste if displayed publicly. There is a time and a place for everything, and the public display of affection on campus is considered out of place. A student who does not demonstrate self-respect or self-restraint in this matter may be placed on citizenship probation, suspended, or dismissed from the academy.

Marriage

Marriage of a student is not permitted during the school year.

Leaving School

The Academy is operated as a *closed campus* during the school day. This means a student may not leave the campus during the school day for any reason without specific permission from the principal or vice-principal, which most generally requires specific approval from a student's parent/guardian. The closed campus also means all intended student visits to the campus must be pre-arranged.

Visitors entering the building must sign in at the main office to obtain permission to contact students or teachers.

Arrival and Departure

Students should not arrive at school more than 20 minutes before their first class, and must leave no later than 30 minutes after their last class or no later than 3:30 p.m. (*whichever time is earlier*). If students arrive at school more than 10 minutes before their first class or remain after their last class, they must report to the Commons. Arrangements may be made with a member of the school staff if it is necessary for a student to extend these times for special circumstances. After school visitation by students from other area schools is strongly discouraged. *Parents should arrange for their young people to leave the school within thirty minutes after their last class is dismissed or by 3:30 p.m. (whichever time is earlier).*

Electronic Devices

Student use of cell phones and similar electronic devices is not permitted at Andrews Academy. These devices must not be seen, used, or heard during the entire day Monday-Thursday 8:00 a.m.-3:15 p.m. and Friday 8:00 a.m.-12:00 p.m. and never in a class or school program, even if it falls outside of these stated hours. If they are seen, used, or heard, they will be confiscated and a Citizenship Irregularity Notice will be issued at the time the device is returned to the student. If it happens a second time, there will be a Citizenship Irregularity Notice issued. Any further incident will be handled by the Student Affairs Committee.

Students are not allowed to use electronic devices at Andrews Academy for connectivity with other people. They may be used

only for specific academic functions under the discretion of the classroom teacher. Further abuse of this policy may result in a fine. Laptop computers are allowed only if they are appropriately registered with the office and are used for educational purposes described or prescribed by one of the teachers in a class for which the student is enrolled. If such devices are seen, used, or heard, they will be confiscated and a Citizenship Irregularity Notice will be issued at the time the device is returned to the student. If it happens a second time, there will be a Citizenship Irregularity Notice issued. Any further incident will be handled by the Student Affairs Committee.

Skateboards and Roller Blades

Rollerblades and roller skates are to be removed before entering the school building. They may be used only as part of the physical education program in designated areas. Skateboards are not to be ridden on sidewalks leading to or from the school building, in other areas where people are congregated, nor inside the building itself. Violation of this policy may result in confiscation of the equipment.

Snow Throwing

Students who wish to participate in snow battles in winter shall confine their activity to the academy playing fields. They shall remain a good distance from the buildings which surround the playing fields. Snow shall not be thrown in the vicinity of the academy or elementary buildings. Students who throw snowballs will be held personally liable for any damages resulting to people or property.

Damage to School Property

Any student committing illegal entry or defacing school property,

grounds, or equipment will be subject to fines and other disciplinary action and will be responsible for the expense of repairing any damage.

Regard for Other's Safety

A student is to respect the safety of others by avoiding the following: tampering with fire extinguishers, initiating a false fire alarm, setting off fireworks or other explosives, lighting a fire or other endangering activity. In addition, the possession or use of items such as guns, knives, martial arts/gang-related paraphernalia, matches, and lighters is prohibited.

The school laboratories contain sophisticated safety equipment to be used only in the event of an emergency. This equipment is designed to provide immediate care for a student who may be injured while working in the laboratory. Misuse of the equipment has potentially serious consequences because the health and safety of individuals is involved.

Any student failing to abide by these stipulations will be seriously disciplined.

What to Wear at Andrews Academy

Andrews Academy's policy for appropriate school attire is designed to promote a sense of personal dignity and self-worth, and to reflect a corporate atmosphere of spiritual and academic excellence. In keeping with this, students are encouraged to consider issues which extend beyond personal taste and/or current fashion trends when selecting attire for school attendance.

Andrews Academy guidelines for school attire are applicable at every school occasion unless otherwise specified, including special events such as banquets, school parties, class night, graduation, etc.

Students are to comply with both the spirit and the letter of the policy for appropriate school appearance.

A student who does not meet these guidelines, whose attire is immodest, inappropriate, untidy, or unkempt will be required to bring his/her appearance into immediate compliance. This requires parental involvement.

In keeping with Andrews Academy's philosophy of appropriate school attire, including standards of neatness, modesty, and simplicity, clothing should be kept clean and in good repair. It should fit the student comfortably in a way that is neither form fitting nor excessively baggy, ensuring that shoulders and midriff are completely covered at all times.

Shirts or blouses should have sleeves and modest necklines and should cover the midriff even when arms are raised above the head. Pants or skirts should fit at the natural waistline. Skirts should reach the knee or below when the wearer is either standing or sitting. In addition, garments specifically designed for the pursuit of manual labor, physical exercise, and/or any other casual activity are not appropriate forms of school attire unless specifically indicated for particular activities.

Examples of inappropriate school attire include the following:

- * form-fitting styles
- * tank tops
- * sleeveless or low cut shirts/blouses
- * sheer fabrics
- * shorts
- * sweat pants, track suits, pajamas, gym uniform, or scrubs
- * clothing imprinted with symbols, pictures, words, or statements which promote products, philosophies, and/or lifestyles or which refer to subcultures and commodities contrary to the spiri-

tual and cultural heritage of Andrews Academy and the Seventh-day Adventist belief system.

Accessories should be simple. Jewelry such as earrings, non-medical bracelets or necklaces, and rings are unacceptable. All hats/headcoverings should be removed and remain off while the student is inside the school building.

IV. ATTENDANCE

Each student is required to attend all devotional services, assemblies, and classes in which he or she is enrolled.

Absence

The only excuse for a student being absent from school is personal illness, illness or death in the immediate family, or by a pre-planned absence. These absences are excused only on the basis of a written excuse signed by a parent or guardian and submitted at the academy office by the second day deadline.

Arranged Absence

It may sometimes be necessary or desirable for a student to be absent from school for the purpose of educational travel or urgent family matters. The vice-principal may approve an arranged absence in such cases. When absences are pre-planned, an "arranged absence card" may be obtained from the office for this purpose. The arrangements must be completed at least one school day prior to the absence. All assigned class work to be missed during the absence must be completed or arranged for prior to the absence. Also, the student is responsible for all assigned course work required during the absence. Requests for arranged absences should be presented in writing to the vice principal. For the approval of an

arranged absence to be complete, the permission of the student's teachers is necessary. A teacher may choose to withhold approval if he or she believes the student's academic standing may be adversely affected by the absence.

Since requests for early departure for Christmas vacation and summer vacation conflict with final examinations, it is the established policy that approval cannot be granted for these requests.

Tardiness

Any student entering a class after the tardy bell has sounded is marked tardy.

A tardiness plan is not provided for devotional services or assembly programs. Excuses for repeated first period absences or tardies may be required to be presented to the vice principal for consideration.

Attendance Evaluation

Each student begins each semester with an attendance record of 21 points. One point is deducted for each unexcused tardiness, and three points are deducted for each unexcused absence. Two points are deducted for each unexcused absence from morning devotional services. Three points will be deducted for each tardiness resulting from a student entering a class more than ten minutes after the tardy bell. Seniors will be fined for losing their attendance points during the second semester. When a senior reaches zero points, there will be a \$25 fine, plus \$1.00 additional fine for every point below zero. This fine is to be paid in cash. The principal will be in charge of these fines.

Attendance grades are assigned based on the following scale:

19-21 A
15-18 B

08-14 C

01-07 D

0 F

Procedures

Each school day the student who was absent or tardy without excuse on the previous school day is given a notice of the record. If the student believes the record to be incorrect or has any question about the record, it is that student's responsibility to contact the school office or submit to the school office a written excuse by the close of the following school day. At the close of the following school day, the record becomes permanent. In instances where a student is absent for a series of days, two school days are allotted following the last absence to submit an excuse.

A student is responsible for all course work missed while absent with or without excuse. Each instructor determines the number of excused and unexcused absences for a semester which will result in a lower academic evaluation for the student.

When a student has been absent with or without excuse from 15 percent of the total periods of a class for a semester, the student and parents may be asked to have a conference with the instructor. If the student excusably or unexcusably misses 25 percent of the total periods of the class for the semester, he/she will be withdrawn from the class automatically.

A student is eligible to hold organizational office or leadership positions when the attendance grade is C or higher. A student is also eligible to participate in co-curricular, overnight trips and tours as long as the attendance score is above 7. A student is placed on citizenship probation when the attendance score falls to zero (0). Major off-campus school activi-

ties include, but are not limited to, overnight trips and tours (see section on Student Citizenship-Citizenship Probation).

A report of a student's weekly cumulative attendance record is sent to parents each week during which the student is absent or tardy. When a student's attendance score falls to zero (0), the student is placed on in-school suspension until a satisfactory reinstatement process is completed. This involves student/parent(s)/guardian discussions, the processing of the reinstatement document and/or a conference with the school's attendance officer, the student, and his/her parent(s)/guardian. If and when these procedures are successfully completed, the student is reinstated, given five additional points, and placed on citizenship probation. If the student is already on citizenship probation, the critical citizenship probationary status is applied.

If the student's score again reaches zero, he/she will be suspended from school. If the student and parents desire the student to continue enrollment in the academy, they must prepare a plan for success and then may request a conference with the vice principal for consideration of reinstatement. Repeated attendance issues will be referred to the Student Affairs Committee to determine if the student should continue in the academy and, if so, under what conditions. If these conditions are not successfully adhered to, the student's enrollment may be discontinued at the time of infractions, at the end of a given semester, or at the end of the school year.

Devotional Services and Assemblies

Assembly and devotional

service attendance is required. A tardiness plan is not provided for devotional services or assembly programs. A student arriving for a devotional service or assembly program after the service begins is marked absent. Two points are deducted from the attendance score for each unexcused absence from a devotional service and three points for each unexcused absence from a full period assembly service.

Accidents or Illness

A student who is injured or taken ill while at work, in class, or in sports activities should report immediately to his/her work superintendent or supervising teacher. Emergency medical attention is available during office hours at the University Medical Center. Accident report forms for insurance purposes may be obtained from the academy office.

Study Halls

Each student is required to enroll for a study hall during every free period in his/her schedule between the student's first and last class (8:55-3:15). Failure to do so results in unexcused absences and a \$5.00 fee for a schedule change.

Before leaving the study hall for any reason during the period, the student must obtain a pass from the supervisor. This pass must be presented to the supervisor when the student returns to the study hall. The student is marked absent if the pass is not returned to the supervisor.

Recognition for High Attendance Scores

The faithful meeting of and/or arrangement for appointments is a character trait the Andrews Academy program seeks to nurture. A student's future life will be

enhanced through the development of this trait. The student with the highest annual cumulative attendance score within his/her class is extended the privilege of registering first, with others following in the order of descending attendance scores.

A student with a perfect attendance score (21) or one who has met and/or properly arranged for all school appointments for a year is extended the privilege of a personal day during the succeeding year (for seniors during the month of May). A personal day is an arranged absence for a school day which the student may take at his or her discretion using a pre-arranged excuse card.

A senior who has demonstrated conscientious dependability by meeting and/or properly arranging for all appointments during his/her Andrews Academy enrollment is given special recognition during the Senior Class Night program.

V. GUIDANCE SERVICES

Faculty Advisors

Each student selects a faculty advisor who helps the student plan his/her program and periodically confers with the student and parents to evaluate the student's school program. At the request of the student or the advisor, a new advisor may be assigned. Group meetings of each advisor and advisees are scheduled approximately once a month and as needed.

Guidance Counselor

The academy's counselor is professionally qualified to discuss test results, educational or career plans, and personal concerns with the student and parents.

Scholarships

Information concerning available college scholarships may be obtained in the Guidance Office. Scholarship and recognitions are awarded selected students who earn appropriate scores in the PSAT, ACT, and MEAP tests.

College and Scholarship Applications

Seniors applying for college admission or scholarships should request information from the guidance office.

VI. VEHICLE CODE**Vehicle Use**

The student is permitted to use an automobile, other motor vehicle, or a bicycle for transportation to and from school. Motor vehicles are to be used for transportation to and from school only; they are not to be used during the school day except by specific permission from the principal or vice principal. Students are not to loiter in or around parked vehicles.

Vehicle Registration

All motor vehicles driven by students for school transportation must be registered with the Public Safety Office. The motor vehicle registration fee is included in the regular school charges. The registration sticker must be displayed according to instructions. A substantial fine is assessed for unregistered vehicles.

Temporary Registration. A motor vehicle which is driven to school by a student but is not regularly used for transportation to school must be registered with the Public Safety Office. The temporary registration sticker must be displayed according to instructions.

Bicycle Registration

Bicycles used by a student for school transportation may be registered with the Public Safety Office. Each student is encouraged to obtain such registration for security purposes.

Vehicle Parking

All motor vehicles driven by a student for regular or temporary transportation to school must be parked in the academy parking lot while the student attends classes or school activities. Motor vehicles parked in the front circle will be ticketed by Public Safety. Each motor vehicle parked in the academy lot during school hours must display an academy vehicle registration sticker. Bicycles are to be parked in the racks provided near the academy building and should be locked with an appropriate bicycle lock (see the Transportation Policy printed in the *Student Life* section).

Vehicle Privileges

The privilege to drive a motor vehicle or ride a bicycle to school is granted to a student who complies with all academy and University traffic and parking regulations. Disregard for these rules may result in fines and/or the loss of the privilege to drive or ride on campus. A complete statement of the University vehicle code is available at the Public Safety Office.

Off-Campus Activity Transportation

A student participating in off-campus school activities must be transported by school-provided transportation or by his/her parents. Exceptions to this policy are rare and must be carefully arranged between the student's parent and the principal or vice

principal. The school transportation policies and procedures are under the direction of the Student Affairs Committee.

VII. GENERAL**Student Identification Cards**

Each student must have and carry an Andrews University identification (I.D.) card.

New students are issued I.D. cards without charge at the university's Administration Building. Returning students who have lost their cards are charged a \$15 fee for a replacement card.

Lost and Found

Personal items left in the halls and classrooms will be taken to the academy lost and found by the custodial department where they may be claimed. All unclaimed articles are disposed of in the spring of each year.

School Telephone

A student may use the public telephone in the Commons for short calls to obtain or provide information. They are not for extended personal calls.

Students will be called to the telephone only for emergency calls. The academy does not provide an answering service for students. Only messages of an emergency nature will be conveyed to them.

Eating in the School Building

Eating and drinking in the school building is restricted to the Commons.

Lockers

Locker assignments are made by the office. Each student is responsible for the contents and neatness of his/her locker. Nothing is to be posted on the doors of the lockers. The academy maintains the right to inspect a student's locker whenever necessary.

The school is not responsible for items taken from lockers. Students should not leave their lockers unlocked. Locks are damaged when held unlocked by an inserted object; therefore, this practice is to be avoided.

Lockers are available as a convenience and cannot be changed within the school year. Students are expected to use their assigned locker or carry their books and supplies with them.

Gym lockers are provided in the gymnasium locker shower rooms. Students are expected to use these lockers to store their change of clothing. Each student is to purchase a combination lock from the Textbook Service Center (TSC) to keep his or her locker secure.

Emergency Evacuation

Emergency evacuation drills are conducted periodically for safety education. When the alarm sounds, each student will leave the building in an orderly manner through the nearest exit and will remain at least fifty feet from the building until the all-clear has sounded.

Tornado Safety

When the National Weather Service issues a "tornado watch," a general announcement over the school's intercommunication system is made.

When a "tornado warning" is issued, an uninterrupted, sustained sounding of the regular class tone signal is given. Upon hearing this signal, all occupants of the building

must go directly to the Chapel and take their assigned chapel seats. Those who do not have assigned chapel seats are to be seated on the front pews.

Chewing Gum

Because of the potential damage to floor surfaces and furniture, gum chewing is not permitted in the academy building. A student chewing gum in the building may be fined.

Student Employment

Whenever possible, campus work is provided for academy students; however, the academy is unable to be responsible for providing employment. For university campus jobs, application should be made at the University student employment office.

Posting of Announcements and Signs

All announcements and signs must be approved at the principal's office before posting. The announcements are to be posted only on the bulletin boards provided.

Lunch Program

Well-balanced, nutritious meals are available every full school day. Meals may be paid for in cash, or a 20-meal plan may be charged to the student's account with a signed Student Lunch Contract and lunches purchased with the student's I.D. card.

Meal prices are listed in the financial section of this publication. Reduced/free government subsidized rates may be available to qualifying students.

All students are required to include one of the three lunch periods in their daily schedules.

Interpretation

The interpretation of this publication is the responsibility of the Student Affairs Committee.

Process of Appeal at Andrews Academy

It is the policy of Andrews Academy to provide an orderly process for students and parents to appeal decisions made by the faculty or administrators of the school. It is intended that decisions regarding students be made as close to the classroom level as possible without involving the Operating Board. However, in unusual cases, the Operating Board has the right and responsibility to make the final decision. This policy establishes a process that meets the needs of students and protects their privacy while also protecting the academic and organizational integrity of Andrews Academy.

When a student or parent is unwilling to accept a decision of the faculty or administration, the following steps should be taken:

1. The student or parent should first meet in private with the teacher or administrator to seek resolution of the issue. A serious attempt should be made to achieve an acceptable solution at this level. Parents are encouraged to clarify the specific facts of the situation before proceeding with an appeal. Appeals of an administrative decision go to the Chair of the Operating Board as described in Step 5 below.
2. When a student or parent is unwilling to accept the decision of a teacher, they should prepare a written statement of the appeal stating: a) the decision that is being appealed, b) the

relevant facts to be considered, and c) the specific action on the part of the academy that is desired. This statement should be given to the principal of the academy, who will then request the person or group making the original decision to reconsider their decision based on the appeal.

3. If the student or parent is unwilling to accept the decision that is made as a result of Step Two, and it is the decision of an individual faculty/staff member that is being appealed, the next step is to request a hearing before the appropriate faculty committee as determined by the principal. The student or parent may request that the original written statement be presented or may write a new statement of appeal.
4. If the student or parent is unwilling to accept the decision of the full faculty or an administrative decision, the next step is to appeal to the Operating Board. The student or parent should direct the appeal to the Chair of the Operating Board, or in his absence, the Vice-Chair, who will appoint a three-person sub-committee of the Board to hear the appeal. The student or parent must submit the appeal in writing to this committee, along with any supporting documents. The academy administration should provide the committee with a written response to the appeal, along with supporting information. The student

or parent has the right to view the administration's response to the appeal; however, because of confidentiality considerations, they may be limited in what information they may view.

5. If the decision of the Operating Board sub-committee is not acceptable to either party, the student or parent may appeal to the full Operating Board following the same process as in step four. The decision of the full Operating Board is final.
6. All appeals should be made in writing. However, at each step in the process, the student and/or parent may appear in person to present his/her side of the issue in addition to the written statement if so desired.

Additional Policies

All regulations announced by the administration in school assemblies or published in the daily announcements have the same significance as those contained in this publication.

VIII. INSTRUCTIONAL MEDIA CENTER

Andrews Academy has a strong academic orientation as well as excellent fine arts and practical arts programs. These programs require strong educational media resources. To meet these requirements a complete Instructional Media Center (IMC) is provided.

The IMC supports the entire curriculum, providing materials to supplement the basic textbooks. As a repository of knowledge, it includes both audio-visual and printed material. The location

of the IMC, in the midst of the English, social studies, and religion classrooms, convenient to the other curricular areas, demonstrates its significance as the focal-point for learning. An atmosphere both functional and inviting is provided.

Books and audio-visual materials are fully classified and catalogued to make all materials easily available to students and faculty. The checking out of materials, as much and as often as possible, is encouraged. The IMC equipment is for educational use and is not to be used for personal entertainment.

The IMC is designed for activities such as individual and group research, individual and group study, academic and recreational reading, career exploration, A-V listening and viewing, and A-V materials preparation, production and duplication. The physical provisions have been made to facilitate these activities.

The guidelines by which the IMC operates are the following:

1. Each student has the privilege to use instructional materials and to borrow books and certain non-print materials. The librarian/library workers are happy to help with any research project and with reading assignments.
2. The student is encouraged to suggest new titles to be added to the collection.
3. All materials borrowed are to be checked out properly by the library worker using the computerized check-out procedures.
4. General reading books may be checked out for a three-week period, renewable once unless reserved by another student.

5. Magazines and reference books, e.g. encyclopedias and dictionaries, are to be used in the library only. Back issues of magazines and Ellen White books may be checked out for overnight use at 3:00 p.m. and kept until 8:30 the following morning. Current magazines must remain in the IMC to allow easy access to all patrons.
6. Certain cassettes may be borrowed for overnight use and some magazines may be checked out for a longer time by arrangement with the librarian.
7. It is absolutely necessary for the student to take time to check out the materials he/she desires to borrow. A four-day grace period is granted for returning books, but if they are not returned within that time, a five-cent fine is charged for each day the book was overdue, beginning with the first day the book was due. Weekends and holidays are excluded.
8. A charge is made for books damaged beyond reasonable wear. Lost books must be paid for according to cost of replacement. It is unwise for a student to lend library materials to another student. The borrower of record is responsible for the materials care and/or loss.
9. When "Reserved for You" notices are issued, the requested materials should be called for promptly or the request should be canceled with the librarian.
10. The fine for misplaced materials reported to the librarian may be suspended

when a serious effort is being made to locate them. A replacement charge will be made for material not returned one month after the due date.

11. Overdue notices are issued weekly. Fines unpaid by the due date will be added to the student's school account statement with a \$5.00 handling charge.
12. The tables in the main area are designed for study, not for the storage of backpacks and book bags. These items will be removed and placed in lost and found.
13. The Andrews Academy student is expected to demonstrate courteous and thoughtful regard for the needs of others while in the Instructional Media Center. This regard includes refraining from running to appointments through the IMC.
14. Naturally, gum chewing, eating, and drinking are not appropriate in the IMC.

IX. FACULTY ADVISORS

Student Association

Primary:
Alvin Glassford

Social Activities:
Patricia Banks

Textbook Services Center:
Alan Anderson

Student Publications

The *Expo*:
Richard Wright

Kaleidoscope:
Alan Anderson

The *Silhouette*:
Keila Sanchez

The *Sanjo*:
David A. Van Denburgh

Intramural & Physical Fitness Program

John Reichert

General Organization

Alumni:

National Honor Society:
Sari Butler
Alvin Glassford

Educational Tour:
Rebecca Wright

Advanced Placement Program:
Sari Butler
Thomas Baker

Classes

Senior (2011)
Steven Atkins
Thomas Baker
Gina Pellegrini

Junior (2012)
Hector Flores
Rebecca Wright
Richard Wright

Sophomore (2013)
Sari Butler
David Sherman

Freshmen (2014)
Carrie Chao
John Reichert
David VanDenburgh

X. AWARDS

A student's concentrated participation in aspects of the school program is recognized through the awards program. The annual awards include the following.

School Picnic Recognition

Recognition is given to those who place first, second, and third in the individual events included in the annual school picnic held in the fall. The categories of these events are available from the physical education teachers.

Track and Field Recognition

Recognition is given to those who place first, second, and third in the individual events included in the annual Track and Field Day held in the spring. The categories of these events are available from the physical education teachers.

Presidential Physical Fitness Award

The academy participates in the Presidential Physical Fitness program conducted by the American Association of Health, Physical Education, and Recreation. Those scoring at or above the eighty-fifth percentile in six physical skill tests are awarded the Presidential Physical Fitness emblem and certificate.

Athletic Letter Award

A school letter is awarded to those engaged in the intramural sports program based on a point system for participation. A description of the system may be obtained from the physical education department.

Excellence In Writing Award

An award given in recognition of superior writing perfor-

mance over an extended period of time at Andrews Academy.

Mathematics and Science Awards

These awards are given to members of certain mathematics and science classes who have demonstrated superior scholarship, high test scores, and faithfulness in homework assignments. Information on the courses in which these awards are given may be obtained from the instructor.

Music Organization Award

Those enrolled in the music organizations are recognized for the length of their participation:

Three Years School Letter Award
Four Years Trophy Award

Choral Music Excellence Award

The member of the senior class whose contribution to the choral music program is considered most valuable receives this award.

John Philip Sousa Award

This award recognizes the member of the senior class who has made the most valuable contribution to the instrumental program.

National School Orchestra Award

This award is presented to the member of the senior class whose contribution to the orchestra program is considered most valuable.

Chopin Piano Award

This award recognizes the member of the senior class who demonstrates outstanding ability and achievement as a pianist, as well as contributing to the school music program.

The Daughters of the American Revolution Good Citizen Award

The academy cooperates with The Daughters of the American Revolution in the Good Citizen Award program. Nominations for the recipient of the award are made by members of the senior class. The selection is based on evidence of qualities of cooperation, truthfulness, loyalty, punctuality, courtesy, and commitment to American ideals.

The Daughters of the American Revolution American History Award

This award is presented to the member of the senior class whose performance and interest in American history is most outstanding.

American History Award

This award is presented to the student who has achieved the highest academic standing in American History.

Four-Year Award

The Andrews Academy Medalion is awarded to seniors whose enrollment at Andrews is full time and continuous throughout their high school experience.

Academic Performance Award

Those who maintain a cumulative grade point average (GPA) or earn current semester grade point averages (GPA) of 3.5 or above for five consecutive semesters, four of which must be at Andrews Academy, are awarded a school letter.

President's Award for Educational Excellence

This award provides recognition for members of the senior class who have maintained a 3.5 grade

point average, a ACT/ SAT testing score of 85th percentile or higher in math or reading and who have been recommended by the faculty, reflecting the students' general commitment to the school and its objectives.

The faculty may also recommend for the President's Award for Educational Achievement students who have not necessarily met all the criteria stated above, but who have shown outstanding educational growth, commitment or intellectual development.

National Honor Society Award

Senior members of the Alma L. Campbell Chapter of the National Honor Society receive their society pins and sashes.

Andrews University Partnership Scholarship Program

Andrews University awards scholarships to qualifying seniors based on cumulative grade point average and ACT standardized test scores.

The National Merit Scholarship Award

The academy participates in the National Merit Scholarship Program and gives special recognition to those seniors who obtain commended student, semi-finalist and finalist status.

Attendance Award

This award gives recognition to those students who faithfully met or properly arranged for all their appointments during their enrollment at Andrews Academy.

Distinction of High Academic Standing

This award of academic achievement is presented to students in



the graduating class with the highest academic standing as shown by their cumulative grade point averages (GPAs).

The Thomas A. Umek Memorial Acumen Award

This award is given to a member of the graduating class who most demonstrates the characteristics of integrity, inspiration, and involvement in the academy's athletic program.

The Science Enrichment Award

This award is presented to seniors who have successfully completed the four-year Andrews Academy Science Enrichment Program (AASEP).

Parents Positively Involved Service Award

This award is presented each year by the Parents Positively Involved (PPI) to a senior young man and young woman who exemplify the aim of Andrews Academy that

each student serve God and mankind unselfishly.

Caring Heart Award

This award is sponsored and funded by the North American Division of Seventh-day Adventists. It is presented to a student (junior or senior) who has shown exceptional evidence of service to community and missions.

The Lincoln Award

Established by an Alumnus who was inspired by the confidence expressed in him while a student at Andrews Academy and named in honor of Abraham Lincoln who demonstrated in his life the character qualities of self-determination and personal progress, this award is presented annually to a member of the graduating class in whom significant growth has been seen during the scope of his/her Andrews Academy experience and in whom that growth suggests promise for future accomplishments.

The Faculty Award

Through this award the faculty gives recognition to members of the senior class who have quietly and unobtrusively accepted and fulfilled substantive responsibility for aspects of the school program and for their personal lives.

The Andrews Academy Leadership Award

This award is presented to exemplary members of the class who have taken the risk inherent in leadership and have generously given of themselves to enhance the quality of Andrews Academy life.

The J. N. Andrews Award

This award carries the name of J. N. Andrews, a prominent founding leader of the Seventh-day Adventist Church after whom the university and academy are named and who demonstrated in his life qualities of leadership worthy of emulation by contemporary youth. Those who are granted this award have shown themselves to be especially faithful, earnest, and conscientious. It recognizes those qualities of character such as consideration, straightforwardness, and openness to reason—those qualities which often elude measurement but which are easily observed. (Formerly The Principal's Award)

Award Symbols and Graduating Academic Regalia

Four different symbols of award recognition eligible to be worn as part of the graduation regalia are presented to students: 1) a recognition sash to be worn by graduates who are members of the Alma L. Campbell National Honor Society; 2) a gold cord to be worn by the graduate in recognition of his/her graduating with academic

honors; 3) an Andrews Academy medallion to be worn by four-year students; 4) Andrews Academy award pins which may be worn on the students' gowns. Additional award recognitions are granted through certificates and letters. Award symbols worn with graduation academic regalia are limited to the four described above: the NHS sash, the gold cord, the Andrews Academy Medallion, and the AA recognition pins. The academic regalia is limited to the red and white caps, tassels, gowns, honor sashes, cords, academy medallions, plus pins that are presented during the awards portion of the Class Night program. The Student Affairs Committee is the authoritative body responsible for this aspect of the school's program.

XI. CONSTITUTION OF THE STUDENT ASSOCIATION OF ANDREWS ACADEMY

Article I. Name.

Section 1. The name of this organization shall be the Student Association of Andrews Academy, Berrien Springs, Michigan.

Article II. Purposes.

Section 1. The purposes of this association shall be to develop belief and practice in Seventh-day Adventist Christian principles; develop attitudes of and practice in good citizenship; promote harmonious relations throughout the school; improve school morale; assist in the management of the school; provide a forum for student expression; provide orderly direction of school activities; and promote the general welfare of the school.

Article III. Power and Authority.

Section 1. All powers of the

Student Association and of the Student Council are delegated to it by the school administration. The principal has the right to veto any act of the Association or Council or to revoke any of the powers held by them. The Student Council shall transact and be responsible for the current business of the Association. The representatives shall report the actions of the Student Council to their respective classes at least once per semester.

Article IV. Membership and Organization.

Section 1. All students in good standing in the academy student body, and all faculty members, are members of the Student Association.

Section 2. The Student Council shall consist of three representatives from each of the four classes: freshman, sophomore, junior, and senior; the six Student Association officers; the editor of the school paper and the editor of the school annual, ex officio; and the Student Association sponsors.

Section 3. The election of class representatives to the Council shall take place during the month of September.

Section 4. Vacancies among class representatives shall be filled by a special class election.

Article V. Qualifications for Officers and Council Members.

Section 1. Any student with satisfactory citizenship and academic records is eligible for election to the Student Council as a representative of his class.

Section 2. A student must be a senior or junior during the term of office to be eligible for election as president of the Association. A student must be a senior, junior, or sophomore during the term of

office to be eligible for election as any other officer of the association. The student must maintain at least an average scholastic standing.

Section 3. Any officer or class representative may be removed from his position for failure to attend meetings, failure to represent his group properly and fairly, failure to carry out his duties, for an unsatisfactory citizenship or academic record, or for any other actions which are detrimental to the welfare of the school. A student may be removed from his office or from the Council by the principal, or by a two-thirds vote of the Council.

Article VI. Officers.

Section 1. The officers of this Association shall be a President, Vice-President for Social Activities, Vice-President for Religious Activities, Secretary, Treasurer, and Public Relations Secretary.

Section 2. Nomination and election of officers.

- a. An election committee of not more than five members, to include both students and faculty, shall be selected by the Council prior to the election.
- b. It shall be the duty of the election committee to formulate and publicize rules for the election, and plan and carry out the campaign and election.
- c. Students desiring to campaign for one of the offices must file their names with the chairman of the election committee for approval by the committee.
- d. The election shall be held on a regular school day within twelve weeks of the end of the school year.
- e. There shall be one week of campaigning immediately

preceding the election date, under the direction and supervision of the election committee. Voting shall be by secret ballot in the location(s) as specified by the committee.

- f. A majority of votes cast shall be required for election.
- g. A tally of votes cast and announcement of winners shall be made by the election committee.

Section 3. Nomination and election of other officers. A parliamentarian shall be elected by the Council as soon as possible after the class representatives have been elected.

Section 4. Vacancies. The Student Council shall nominate and elect a successor to fill any position that may become vacant during the school year.

Article VII. Duties of Council Members and Officers.

Section 1. Duties of the Council representatives shall be to:

- a. Attend all meetings of the Student Council.
- b. Attend meetings of committees of which they are members.
- c. Give reports on Council actions to their constituencies.
- d. Bring to the Council suggestions of the members of their constituencies.

Section 2. Duties of the President shall be to:

- a. Preside over meetings of the Student Council and of the Student Association.
- b. Use correct parliamentary procedure.
- c. Appoint committee members at the direction of the Council.

- d. Act as chairman of the executive committee.

Section 3. Duties of the Vice-President for Social Activities shall be to:

- a. Perform the duties of the President during any absence of the President.
- b. Serve as chairman of the Social committee.

Section 4. Duties of the Vice-President for Religious Activities shall be to:

- a. Serve as chairman of the Religious Activities committee.
- b. Provide for a devotional for each regular meeting of the Council and Association.

Section 5. Duties of the Secretary shall be to:

- a. Take minutes of all official meetings of the Council and Association, and keep a written record.
- b. Furnish information to the President, advisor, and committee chairman of actions which have been taken by the Council or committees.
- c. Write correspondence for the Council.

Section 6. Duties of the Treasurer shall be to:

- a. Work with the advisor in maintaining records of receipts and expenditures of the Association.
- b. Make a monthly financial report to the Council.

Section 7. Duties of the Parliamentarian shall be to:

- a. See that the Council and Association abide by parliamentary procedure and the constitution in the conduct of their meetings.
- b. Assist the members in learning correct parliamentary procedure.

Section 8. Duties of the Public Relations Secretary shall be to:

- a. Publish and announce actions of the Council as directed by the President.
- b. Publicize actions and plans of the social and religious activities committees as directed by their respective Vice Presidents.
- c. Serve as chairman of the Publicity committee.

Section 9. Officers and Council members shall serve for a term of one school year.

Article VIII. Committees.

Section 1. Standing committees of the Association and Council shall be the following:

- a. Executive committee, which shall consist of the officers and faculty advisor(s).
- b. Social committee.
- c. Religious Activities committee.
- d. Public Relations committee.

Section 2. Special committees may be appointed at the direction of the Council, as necessary.

Section 3. With the exception of the executive committee, any member of the Association may be appointed to any committee, except that the chairman of each committee shall be an officer or member of the Council.

Article IX. Meetings.

Section 1. The Student Council shall meet at least once a month.

Section 2. A meeting of the Student Association shall be held each semester for at least the first 15 minutes during an assembly period.

Section 3. Special meetings of the Council or Association may be called as necessary by the President with the permission of the advisor.

Article X. Advisors.

Section 1. The principal shall appoint one or more faculty members to serve as advisors to the Student Association.

Section 2. The term of office of the advisor(s) is left to the discretion of the principal.

Article XI. Adoption and Amendment.

Section 1. This constitution shall be ratified by a two-thirds majority vote of the Student Council and a simple majority of the student body.

Section 2. Amendments to the constitution may be proposed by any member of the student body, the faculty, or administration and ratified by a two-thirds vote of the Council and a simple majority vote of the student body.

Section 3. Proposed amendments must be read to the Council at one regular meeting, be voted on by the Council at the following regular meeting, and be voted on by the student body within the following month.

Article XII. Parliamentary Authority.

Section 1. Robert's Rules of Order shall be the standard parliamentary text of this organization and shall govern all cases not otherwise covered in this constitution.

AMENDMENTS TO THE CONSTITUTION

Amendment I. Interpretation of the Constitution.

Section 1. The Student Affairs Committee supplemented with the Student Association president and vice presidents are empowered to interpret and uphold the constitution. (Approved May, 1986)

Amendment II. Quorum of the Student Council.

Section 1. A quorum for all regular student council meetings shall be two-thirds of the elected council members. (Approved May, 1986)

Section 2. A quorum for special meetings of the Student Council will consist of at least one representative from each of the four classes and at least fifty percent of the executive committee. These special meetings will be established during a regular meeting. (Approved May, 1986)

Amendment III. Membership of The Student Association.

Section 1. All students in the Academy student body and all employed faculty members are members of the Student Association. (Approved May, 1986)

Amendment IV. Appeals Process of the Student Association.

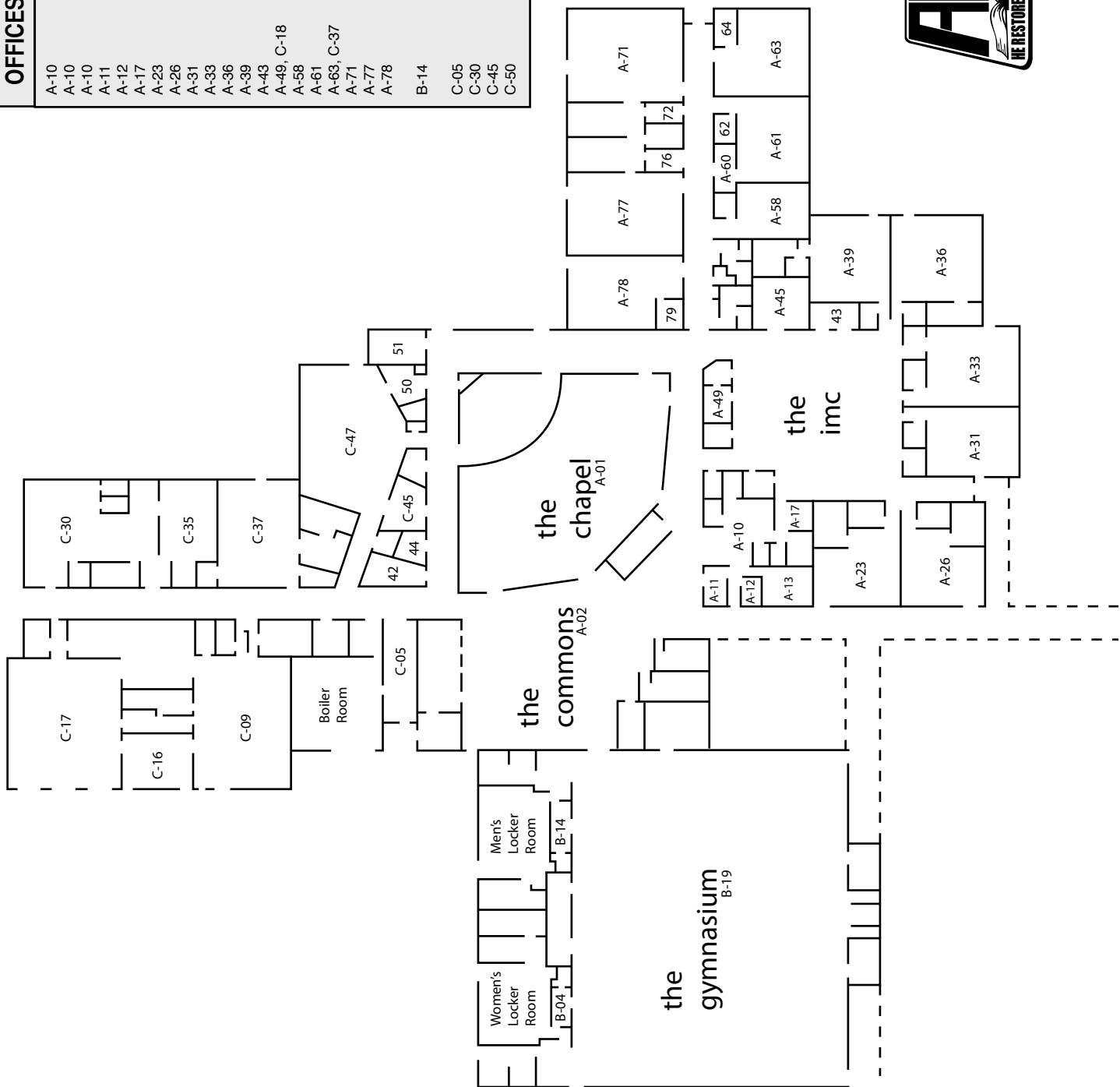
Section 1. The Student Association may appeal to the full faculty on a decision of the school administration for matters pertaining to the transaction of business of the Association. (Approved May, 1986)

Amendment V. Eligibility for an SA Officer/Candidate

Section 1. In order to be eligible for election and to hold office a student must have a current and cumulative 2.00 or higher grade point average and a good and regular citizenship standing. (Approved May, 1986)

OFFICES & CLASSROOMS

A-10	Graciela Gaytan	A-10	Main Office
A-10	Virginia Nachreiner	A-13	Committee Room
A-10	Krista Metzger	A-17	Guidance Services
A-11	Robert Overstreet	A-22	Chaplain
A-12	Tamara James	A-23	Religion
A-17	Sari Butler	A-26	Religion
A-23	Alvin Glassford	A-31	History
A-26		A-33	English
A-31	David Sherman	A-36	English
A-33	Rebecca Wright	A-39	English/German
A-36	David Van Denburgh	A-45	Professional Library
A-39	Thomas Baker	A-49	IMC Office
A-43		A-58	AAPT
A-49, C-18	Alan Anderson	A-60	Alumni/Development
A-58	Gina Pellegrini	A-61	Math/Physics
A-61	Richard Wright	A-63	Spanish
A-63, C-37	Keila Sanchez	A-71	Biology
A-71	Steven Atkins	A-77	Chemistry/Math
A-77	Carrie Chao	A-78	Computer/Keyboard
B-14	John Reichert	B-04	P.E. Office
C-05	Lynette Quilty	B-14	P.E. Office
C-30	Patricia Banks	B-19	Gymnasium
C-45	Hector Flores	C-05	Custodial/Maintenance
C-50	Byron Graves	C-09	IE/Woodworking Shop
		C-16	Industrial Education
		C-17	Auto Repair Shop
		C-30	Home Economics
		C-35	Home Ec Kitchen
		C-37	Art
		C-42	Music Storage
		C-44	Practice Room
		C-45	Music Office
		C-47	Band/Choir Room
		C-50	Music Office
		C-51	Storeroom



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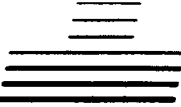


January 2011							February 2011							March 2011							April 2011							May 2011							June 2011																										
S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa																				
2	3	4	5	6	7	8	1	2	3	4	5	6	7	6	7	8	9	10	11	12	1	2	3	4	5	6	7	1	2	3	4	5	6	7	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
23	24	25	26	27	28	29	27	28	29	30	31			27	28	29	30	31			24	25	26	27	28	29	30	24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			26	27	28	29	30								

July 2011							August 2011							September 2011							October 2011							November 2011							December 2011																																								
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2012

January 2012							February 2012							March 2012							April 2012							May 2012							June 2012																																														
S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa																																								
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July 2012							August 2012							September 2012							October 2012							November 2012							December 2012																																																							
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Christian 
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