

YOU WILL
NEVER
WALK
ALONE

Andrews
Academy



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2012-2013

ANDREWS ACADEMY

8833 Garland Avenue
Berrien Springs, Michigan 49104-0560
(269) 471-3138

A Seventh-day Adventist Coeducational Secondary School
on the Campus of Andrews University

Accredited With

*Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities
Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools
North Central Association Commission on Accreditation and School Improvement, a division of AdvancED*

Recognized for Excellence in Education

*A recipient of the School of Excellence award presented by the
United States Department of Education Secondary School Recognition Program, 1984-85*

*Recognized by the United States government for its
Drug-Free School Environment Program, 1990-91*

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2012-2013

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2012-2013 - 1st Semester

August 13-17	Faculty Pre-Session	October 23	Organizational Pictures
August 20	SA Meet n Greet	October 25	Last Day to Withdraw from a Class
August 21-23	2014 & 2015 Class Nominations	October 25-27	AU Bell Clinic
August 24	NHS Welcome Back Vespers	October 26	Class Vespers
August 25	Ded/ Convocation /PPI Potluck	October 27	PMC Sabbath School
August 31	2014 & 2015 Class Elections	October 28	Jr/Sr Banquet
September 3	No School – Labor Day	October 29	Paying for College 101
September 4	Recreation Night 7th & 8th Grade	October 30	No School-Parent Teacher Conf
September 5	SA School Picnic	November 1	Class Devotions
September 7	Advisor Devotions	November 2-3	Penny Arcade Preparations
September 8	AA Board Orientation	November 3	Penny Arcade
September 7-9	SA Campout	November 4-5	AU Junior Preview
September 10-14	Senior Spirit Week	November 5-9	NHS “Cause” Week
September 11	Senior Convocation	November 9	Advisor Devotions
September 13	Constitution Assembly	November 9	SA Vespers
September 13	Faculty/Board/Donor Dinner	November 11	Concerto Night (HPAC)
September 14	Class Vespers	November 13	SA Thanksgiving Harvest
September 16-20	Senior Class Trip	November 13	AA vs Faculty
September 20	Community Service Day	November 18-20	Educ. Summit MCSDA
September 22	SA Vespers / Activity	November 18-23	Thanksgiving Break
September 24-28	Fall Week of Prayer	November 27	SA Children’s Party Sign Up
September 24	Picture Retakes	December 2	SA Children’s Christmas
September 26	Week of Prayer Vespers	December 4	Recreation Night
September 28	Week of Prayer Vespers	December 5	Student Evaluations Due
October 2-4	2016 Class Nominations	December 6	Feast of Lights
October 2	Advisor/Advisee Conferences	December 7	Rehearsal(Evening)
October 4-7	LUC Leadership Camp	December 7	Feast of Lights
October 8	No School- Columbus Day	December 10-14	Rehearsal(Morning)
October 10	NAD College Fair	December 12	Feast of Lights Performance
October 10	Mid Term Grades Due	December 12	Moratorium Week
October 12	2016 Class Election	December 13	Faculty Christmas Party
October 14-15	AU Senior Preview	December 14	Last day schedule changes
October 14	SA Fall Party	December 15	Talent Nite Applications Due
October 15-19	School Spirit Week	December 16	Christmas “Pops” Concert (HPAC)
October 16	AA vs Faculty	December 19-21	SA Christmas Party
October 17	PSAT Testing	December 21	Final Exams
October 19-20	AA Alumni Weekend	December 24-Jan 4	Fall Semester Ends
		December 26-Jan 13	Christmas Break
			SOW Safari

2012-2013 - 2nd Semester

December 24-Jan 4	Christmas Break	April 4-7	Band Tour
December 26-Jan 13	SOW Safari	April 5	Junior Schedules due to Advisors
January 2	Final Grades Due	April 7-8	AU Senior Preview
January 8	Talent Nite Auditions	April 8-12	Student Week of Prayer
January 10	Talent Nite Auditions	April 10	WOP Vespers
January 11	Class Devotions	April 13	WOP Vespers
January 11	Class Vespers	April 13	SA Banquet Preparations
January 15	Recreation Night-7th & 8th Grade	April 14	SA Banquet
January 17-20	Bible Camp	April 16	Assembly-Advisor Groups
January 21	No School- MLK Day	April 18-21	Orchestra Tour
January 22-25	International Appreciation Week	April 19	Soph. Schedules due to Advisors
January 24	International Food Festival	April 20	PMC Sabbath School
January 25	Advisor Devotions	April 22-24	NHS Nominations
January 27	ARM Dinner	April 23	Assembly-Advisor Groups
January 28	Paying for College 202	April 26	Fresh. Schedules. due to Advisors
January 29	Senior vs School Basketball	April 26-May 5	Backpacking Tour
February 1	SA Vespers	April 28- May 4	Educational Tour
February 2	AA vs Alumni Basketball	April 29	No School-Staff Development Day
February 4-8	Black History Week	May 3	SA Vespers
February 5	Talent Nite Rehearsal	May 6	NHS Elections
February 7	Talent Nite Rehearsal	May 7	Awards Assembly
February 8	Class Devotions	May 7	Senior Class Picture
February 10	Talent Nite	May 7	Orchestra/Vocal Spring Concert
February 11-15	Health Education Week	May 8	AP Testing
February 12	Chicago Auto Show	May 8	Student Evaluations Due
February 15	Spiritual Life Comm. Retreat	May 9	Spring Picnic
February 18	No School- President's Day	May 10	Class Devotions
February 20	Senior Portfolio Reviews	May 10	Class Vespers
February 21-25	Silhouette/Orchestra Tour	May 13-17	Moratorium Week
February 26	NHS Rehearsal	May 15	Band/Bells Rehearsal(Evening)
February 27-Mar 2	AU Music Festival	May 16	Spring Concert (HPAC)
March 3	NHS Induction	May 18	SA Beach Church/Baptisms
March 4-8	SA Courtesy Week	May 18	SA Vespers/Yearbook Signing
March 5	Academy Day/Parent Open House	May 20-23	Finals Week
March 6-8	SA Elections Campaign	May 21	Class Night Practice
March 8	Reapplications Mailed to Parents	May 22	Kaleidoscope
March 8	Class Devotions	May 23	Mizpah/Locker Checkout
March 8	Class Vespers	May 23	Spring Semester Ends
March 10-11	AU Senior Preview	May 23	Senior Class Night
March 12	SA Speeches & Elections	May 24	Jr/Sr Marching Practice
March 15	Senior Retreat	May 24	Jr Class Meeting
March 18-22	Spring Break	May 24	Consecration Service
March 26	No School-Parent Teacher Conf	May 25	Baccalaureate Service
March 27-29	2014 Class Nominations	May 25	Parent Led Sabbath School
March 27	Senior Portfolios Due	May 25	Faculty/Senior Party
March 28	Last Day to Withdraw from a Class	May 26	2013 Graduation
March 28	Online Credits/Grades Due	May 27	No Meetings- Memorial Day
April 2	Assembly- Academic Orientation	May 28-31	Faculty Post-Session
April 3	Class Devotions/2014 Elections	May 30	Final Grades Due

Andrews Academy

Andrews Academy is the secondary division of the University School, owned and operated by the university in partnership with the southwestern Michigan Seventh-day Adventist churches and the Michigan Conference. It is located on the Andrews University campus and is a co-educational school offering grades 9 through 12.

In 1901 Battle Creek College, founded in 1874, was moved to Berrien Springs and given the name Emmanuel Missionary College. When the college opened, the curriculum consisted largely of secondary school courses. The first class, graduated in 1908, consisted of all secondary school students. In 1922 the academy was organized as a department with a faculty of its own.

The academy was housed in the original college administration building, South Hall, and was moved to the upper floor of the auditorium building, West Hall, in approximately 1928. A new masonry Education building was constructed during the 1947-48 school

year, which became the permanent home of both the academy and elementary school beginning the summer of 1948. This lasted until 1974 when the present Ruth Murdoch Elementary School building was completed, providing accommodations for pre-first through 8th grade. The academy, grades 9 through 12, with its substantially increased enrollment, was then relocated in the eastern portion of the enlarged education building. At that time plans were being made to conduct a major fundraising campaign to construct a self-contained educational facility for the academy. The present 73,000 square foot complex was completed and occupied for the 1978-79 school year.

The academy was accredited by the State of Michigan in 1916 and by the North Central Association of Colleges and Secondary Schools in 1922 under the name of Emmanuel Missionary College Academy.

The name Andrews University Laboratory School was voted by the university board of trustees in 1963. During the next year, consideration was given to transferring ownership of the Laboratory School to some other entity. When “no other takers” were found, the trustees voted in 1964, to accept the Laboratory School as its responsibility. In 1974 the trustees voted to change the school’s name to The University School and to name the school’s elementary division in honor of the distinguished Adventist educator, Dr. Ruth Murdoch. The secondary division had more recently been known as Andrews University Academy. At this point the secondary division was officially named Andrews Academy.

The two schools are governed by two separate operating boards whose chairs are appointed by the Andrews University president and/or the Vice President for Academic Administration. The boards recommend budgets and appoint principals and faculty members to the university board of trustees who in turn votes the official actions.

ACCREDITATION

Andrews Academy is accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities; and the North Central Association Commission on Accreditation and School Improvement, a division of AdvancED.

MISSION STATEMENT

As a Seventh-day Adventist secondary school, Andrews Academy seeks to inspire its students

to think deeply,
to live fully,
to serve unselfishly and
to honor God completely.

VISION STATEMENT

To fulfill its mission, Andrews Academy is committed to developing the whole person by implementing:

- an environment that encourages decisions for a daily, personal relationship with Christ.
- a curriculum that inspires all to reach their God-given potential.
- experiences that encourage cultural and aesthetic appreciation.
- learning experiences beyond the classroom.
- opportunities for practicing a lifestyle of service to one’s family, school, church, and community.
- experiences that develop Christian leadership and life skills, such as work ethics, personal responsibility, and respect for others.
- courses and activities that emphasize a life-long commitment to healthful living.

PHILOSOPHY AND OBJECTIVES

The University School is a co-educational elementary/secondary day school, operated by Andrews University to provide a Seventh-day Adventist Christian education for the children and youth in the immediate vicinity.

The University School believes man and the universe to be the handi-



work of a Divine Creator who guides and sustains all. With this as its philosophical foundation, the school endeavors to provide its pupils with an educational program that leads to a full commitment of their intellectual, social, physical and spiritual resources to the service of God and man.

The prime purpose for the existence of the school is to provide a quality education in an atmosphere conducive to the development of the spiritual life of the student. The Christian philosophy, as taught in the classroom and which permeates all services and activities, shall preserve the distinctive personal quality of life and open to each student the development of a satisfying practical religious experience. The school encourages the maximum possible development of each student. It is the goal of the school to prepare for society individuals who are maturing Seventh-day Adventist Christians, and who are productive and worthy citizens. Secondary to this, the university operates the school as a learning facility in programs of undergraduate and graduate teacher education and in educational research.

Recognizing God as the Source of all moral value and truth, The University School, in formulating an educational philosophy, is committed to Divine guidance as revealed in the Bible and the writings of Ellen G. White, especially the books *Education; Counsels to Parents, Teachers and Students; Councils on Education; and Fundamentals of Christian Education*.

NATURE OF MAN

Fundamental to an Adventist philosophy of education is the concept of fiat creation. In the beginning God created man together with a domain for His existence, which includes time, space, and matter. It also includes cause and effect relationships which operate independently of the will of man. These relationships are central to a philosophy of education because they are the essence of the domain created for man. Belief in the rational nature of God's creation provides man the basis for both learning

and teaching.

Man is made in the image of God. The making of man was God's crowning creative act, and it is God's plan that man participate with Him in the continuing development of human beings. Among those attributes of God which are most apparent to man and most apparent in man are Freedom, Love, Creativity, and a Sense of Beauty and Rightness.

Freedom

Man was created with a free will. This is of fundamental importance because it gives meaning to life and purpose to the exercise of man's other attributes. Creativity, love, and a sense of beauty and rightness have meaning because man has a free will.

As created by God, freedom for man means man can make choices with some advance knowledge about the nature of the consequences of his choices and that he is responsible for the results. Man's freedom is limited to his domain of existence, and the rational nature of this domain makes it possible for him to reason from cause to effect.

Love

Love is a principle upon which should be based relationships between God and man and between man and man. It is through faith that these relationships are accomplished.

In giving man dominion over the earth and its creatures, God did not intend that man should have dominion over other men's minds. One who loves his fellow man adapts his freedom to that fact, and, by the blending of love with freedom, respects the individuality of each person.

Creativity

God made man to think and to do. The exercise of man's creative faculties is and will eternally be the primary means of occupying his time and expressing his individuality. Because creativity touches all aspects of life, responsibility should be a part of all creative actions.

Sense of Beauty and Rightness

Freedom, love and creativity not only come from God but also, properly used, lead back to God. A sense of beauty and rightness enables man to recognize significant milestones along this journey. Beauty gives meaning to creativity, for beauty in form, structure, and utility is the aesthetic goal of creativity.

A sense of rightness includes a sense of values. An aspect of the continuing development of human beings involves establishing within the individual a value system based on the word of God. This system provides a sense of what is worth doing and the ability to recognize when it is done well.

RESTORATION OF MAN

Man has lost much of his freedom because he is subjected not only to the consequences of his own unwise choices but also to the consequences of others' actions, especially to those of his predecessors. Man's creativity is diminished since most of his actions and thoughts center on sustaining life rather than giving creative expression to the joy of living. Man's sense of beauty and rightness is tarnished by the presence of the ugly and wrong. Sin and death make it apparent that man has chosen to live outside his original domain of existence, out of harmony with the Creator's intent for him. The act of the will of man, which resulted in giving up much of the image of God, was followed by an act of atonement and restoration by Jesus Christ. By this atonement God made it possible for man, again by an act of the will, to accept the restoration of this image.

SOURCE OF KNOWLEDGE AND WISDOM

God is the source of true knowledge. He created man with an insatiable desire to search, discover and describe. Man fulfills this compulsion by utilizing these aspects of his creativity in perceiving God and in responding to what God has wrought. But this activity of man is accomplished through faith and influenced by an aspect of God's love for

man, namely His communication with man by the means of inspired writings, the Holy Spirit, nature, caring human relationships, and experiences of life. Since God is the source of all truth, only that truth which leads beyond knowledge to wisdom harmonizes with God's intent for man, His creation for man and the restoration of His image in man.

PRINCIPLES AND AIMS

Andrews Academy conducts a distinctive educational program based on a comprehensive, selective curriculum designed to satisfy individual and corporate needs and interests. The school program is planned to provide for the integrated spiritual, mental, physical, and social development of young people who will:

- recognize that the harmonious development of their character, through the power of the Holy Spirit, is the most important aspect of life.
- utilize the Bible and the writings of Ellen G. White as the primary guides in discovering relevant and unerring principles for directing their lives.
- choose to be intelligent, committed

Seventh-day Adventist Christians, internalizing a system of values consistent with Adventist beliefs.

- understand the mission of the church and accept personal responsibility for spreading the gospel throughout the world.
- serve God and mankind unselfishly.
- respect authority.
- meet appointments regularly and promptly.
- accept the responsibility for their actions and decisions.
- have the basic skills necessary for coping with the experiences of everyday life.
- develop positive attitudes toward work and a pride in good workmanship.
- be able to live in the world as intelligent and responsible consumers.
- be able to utilize various techniques for correct oral and written communication.
- recognize the importance of the family unit in Christian life and society and understand marital and parental roles.
- value their health as a sacred trust and adopt concepts and practices that

contribute to optimal health including the pursuit of life-long physical activities.

- develop an appreciation of the order seen in the universe.
- have a wide range of information regarding careers and make tentative choices for their lifework.
- respect and seek to understand diverse cultures.
- develop a sense of beauty from the Christian perspective.
- understand the American democratic way of life and have a commitment to Christian principles of citizenship.
- have a variety of cultural experiences and respond with behavior appropriate to these.
- desire to pursue knowledge beyond completion of secondary education.
- develop positive interpersonal relationship skills.
- desire to be pure and peace-loving rather than contentious, considerate rather than thoughtless and demanding, reasonable rather than obstinate, straight-forward rather than devious or hypocritical, merciful rather than severe and heartless.



The University



Andrews University consists of seven schools: The University School K-12, the Colleges of Arts and Sciences and Technology, the Schools of Business, Education and Graduate Studies, and the Theological Seminary.

The College of Arts and Sciences began in 1874 when the Seventh-day Adventist denomination founded Battle Creek College at Battle Creek, Michigan. In 1901 that institution was moved to Berrien Springs and was renamed Emmanuel Missionary College. The Seventh-day Adventist Theological Seminary was organized in 1934 as the Advanced Bible School on the campus of Pacific Union College in Angwin, California. There it operated in summer sessions only, until in 1936 the General Conference of Seventh-day Adventists voted to locate it on a more permanent basis in Washington, D.C. and named it the Seventh-day Adventist Theological Seminary. In 1957 the board of trustees enlarged the scope of its operations by establishing a School of Graduate Studies. The institution was then known as Potomac University. A new and larger site was sought to facilitate the strengthening and growth of the expanded institution.

Problems encountered in providing an adequate site for the enlarged institution resulted in a move in 1959 to the campus of Emmanuel Missionary College—a beautiful 700-acre campus near the banks of the St. Joseph River and adjacent to U.S. Highway 31. In 1960 the College, the Theological Seminary and the School of Graduate Studies were united under one charter bearing the name Andrews University, with an integrated board of trustees, administration, and faculty. The name honors John Nevins Andrews (1829-1883), pioneer Adventist theologian, editor, administrator and the first missionary sent by the church to serve outside North America.

The College of Technology was established in 1974, the School of Business in 1980, and the School of Education in 1983.

The university made considerable progress in the 1960s and 1970s, now standing as a major educational center for the worldwide Seventh-day Adventist Church. The multimillion dollar Andrews University campus is situated on nearly 1600 acres, with modern buildings housing a wide-ranging instructional program. Residence halls and apartment complexes accommodate

most students. Recreational facilities offer opportunities for personal development in track and field, physical fitness, swimming, tennis, racquetball, and a number of intramural sports.

Several special units of the university are described in the following paragraphs.

JAMES WHITE LIBRARY

The James White Library, a modern structure planned to serve the needs of an expanding university, houses a collection of more than one million volumes including those on microform. In addition, the library holds many unbound journals, pamphlets, photostats, and other types of library materials. Microform reading and copying equipment afford access to valuable out-of-print books and materials. A subscription list of almost 3,000 periodicals covers all major fields of knowledge.

CENTER FOR ADVENTIST RESEARCH

The Center for Adventist Research, located in the James White Library, was formed in the year 2000. The center maintains the holdings of five departments: the Adventist Heritage Center, the Ellen G. White Estate Branch

office, the Andrews University Archives and Records Center, the SDA Periodical Index, and the James White Library Rare Materials. The Heritage Center is a Seventh-day Adventist archive and research center and contains the rare book collection of the library, including a number of early printed editions of the Bible and a set of first editions of Martin Luther's smaller works. In addition, it houses the Advent Source and Conditionalist Faith collections, made up of several thousand items dealing with the origins of Adventists and the history of the doctrine of conditional immortality. Extensive files of Adventist periodicals are also maintained here.

The Ellen G. White Estate Branch office maintains an extensive collection of published and unpublished materials. It contains copies of 60,000 pages of letters and manuscripts of Ellen G. White, along with 4,600 of her published articles and thousands of pages of other docu-

ments related to the early development of the Adventist Church.

INFORMATION TECHNOLOGY SERVICES (ITS)

One of the primary objectives of the ITS, in addition to administrative records management, is to make large-scale computing power easily available to students and faculty for classroom instruction and for research.

Two large computer systems are installed on campus. These versatile systems provide an exceptionally wide range of academic and administrative capabilities. An especially attractive feature of these systems is the ease of access available via the extensive network of timesharing terminals installed at various campus locations. Internet and World Wide Web interaction is readily available.

Most computing services are available through the ITS at no extra cost

to the student.

The Information Technology Services staff is available for academic consulting and also conducts a variety of short courses. These services are offered free or at a minimal cost to meet the needs of students and faculty who are just getting acquainted with computers as well as to those who are engaged in sophisticated research. Many departments have integrated computer usage into courses and laboratory work. This emphasis on the digital computer as an instructional and research tool is based on the recognition that the personal and professional lives of the majority of Andrews graduates will be strongly affected by the ever-increasing impact of computing technology.

Anyone wishing to make use of the computer system must complete the contract procedures required by the ITS. Full compliance with the ITS's established policies is required.



Student Life

Neither Andrews University nor Andrews Academy discriminates on the basis of race, color, sex, or national origin among its students or employees.

HOUSING

Andrews Academy is a day school and does not operate residence halls. Students are to live with their parents or legal guardians. Students may request exemptions for special situations.

Such exceptions include the following:

1. The student started the school year at the Academy, and the parents moved before the end of the year.
2. The student has completed grade eleven and would like to graduate with his or her class though the parents have moved.
3. The student is able to stay with a responsible relative at little or no expense and has a good work program here, and financial circumstances make attendance at a boarding academy difficult.
4. The student has a very light schedule for the senior year and wishes to participate in the college enrichment program.
5. The student does not live in the southwest Michigan area, but has a specific academic reason for attending Andrews Academy and is able to live with a responsible family approved by the Admissions Committee.

Once approval is granted, students may not move to another family without approval from the school. Students can obtain from the school office forms on which to request special housing. At least two weeks must be allowed for processing the application.

FOOD SERVICE

The University Dining Service provides hot lunch service for a fee to Academy students, faculty, and guests.

COMPUTER LABORATORY

The academy established its

computer laboratory in 1984. The laboratory includes computers located in the business department, the technology department and the library. The objective of the laboratory is to provide practical experience and computing resources for a wide variety of educational needs. The facility is available to academy students for educational purposes. Each student is required to sign and abide by the Computer Acceptable Use Policy form.

INSTRUCTIONAL MEDIA CENTER

The Edith C. Davis Library and Media Center houses approximately 12,000 volumes and 100 subscriptions to magazines and newspapers. It offers in addition a broad range of audiovisual software. Numerous pieces of audiovisual equipment provide for both the classroom and the individual. Holdings are classified and catalogued to make the materials and hardware easily available to students and faculty.

The Center is named in honor of Miss Edith C. Davis, an instructor in English 1962-1985, in recognition of the emphasis she gave to research and scholarship in her classes.

CAMPUS MINISTRY

As a church-related school, Andrews Academy emphasizes personal religion and provides for its students to participate in events that nurture spiritual growth. A member of the pastoral staff of Pioneer Memorial Church is involved in a specialized ministry for Andrews Academy students. The youth pastor is often available for counseling and participation with the students in a variety of religious activities.

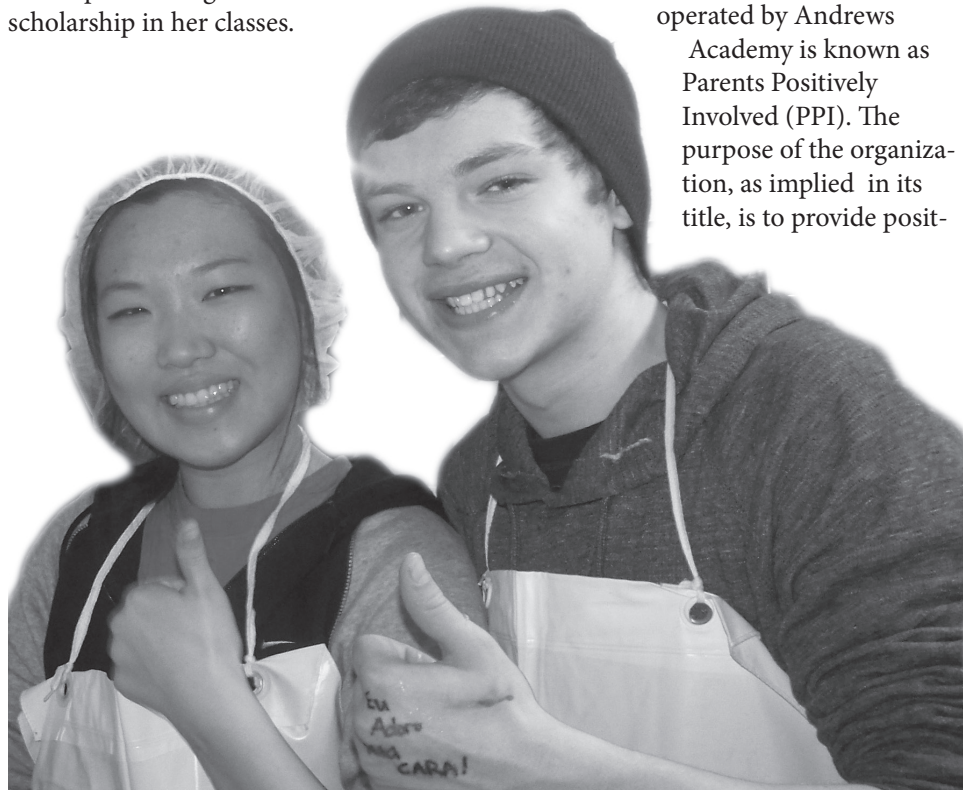
COUNSELING SERVICE

Andrews Academy offers counseling and testing services to all students. The school counselors are qualified to discuss test results, educational or career plans, and personal concerns with individual students and their parents. The Director of Guidance coordinates both the testing and career development programs provided by Andrews Academy.

PARENTS POSITIVELY INVOLVED

The parent/teacher organization operated by Andrews

Academy is known as Parents Positively Involved (PPI). The purpose of the organization, as implied in its title, is to provide posit-



ive support for the academy and its program, to plan appropriate activities, parent in-services, spiritual and prayer support, etc. The PPI Constitution governs the organization's leadership and scope of activities.

POLICY RELATIVE TO CHILD PROTECTION

As mandated by the Michigan Department of Social Services, University School administrators, counselors, and teachers who have reasonable cause to suspect child abuse or neglect shall make an oral report immediately to the Child Protective Services Unit. By law, a written report must follow the oral report within 72 hours.

GUEST REGISTRATION

All persons entering the school either for business or visitation are to register at the office. Before entering the building, guests and persons who have business with the school must identify themselves and explain the nature of their business by pressing the blue button at their right. After they have identified themselves, the Secretary will buzz them in.

Students from other schools who wish to visit must make prior arrangements with the administration. Permission will be granted on a case-by-case basis. Guests who request visitation privileges for a period of time are issued a name tag that they must wear while they are in the building.

SEARCH AND SEIZURE POLICY

Andrews Academy administration and faculty are authorized to conduct search and seizure proceedings. School lockers, student book bags, and, in specific cases, a student's personal belongings are subject to these procedures. Student-driven vehicles are also subject to inspection on school property with the potential confiscation of items and materials deemed inappropriate or unsafe to be on campus. If necessary, the university Public Safety department and/or local law enforcement officials may be called in to assist the academy adminis-

tration.

HARASSMENT POLICY

Each student enrolled at Andrews Academy has the right to be safe and secure in the school environment. Each person is, therefore, to respect the right of others to be free of harassment in all forms. Harassment is understood to mean any type of actions or words that make another student feel uncomfortable or insecure. This includes sexual harassment, intimidation, bullying, disrespect and any other verbal, social, physical, or other expression that might undermine the well being of another. The provisions of this policy also apply to relationships and interactions with faculty and staff.

Any incident that violates this policy must be reported to the faculty or administration immediately. Such incidents may be dealt with through counseling and advising. More serious incidents or repeated offences may be treated through the academy's disciplinary system with the possibility of suspension or termination.

VANDALISM, THIEVERY, INFLICTION OF PERSONAL HARM, ETC.

Threatening the security and well-being of the school's facilities, personal property, students, or personnel associated with the school. It is the practice of the faculty to handle the majority of such issues calling upon the resources of the school and the families to bring about appropriate resolution. In the event that a student or other individual jeopardizes the security of property or facilities, causes damage to property, inflicts or threatens personal and/or bodily harm, is involved with thievery, possesses, sells, delivers or solicits the sale of controlled substances, or is involved with or causes any other detrimental experience, there will be appropriate administrative and/or faculty action.

This process will include filing an incident report with the Director of Public Safety who may convey a copy of the report to the appropriate area law enforcement agency. In the event an

accumulation of incidents or a single incident causes the authorities to become active on such circumstances, it is the policy of the University and the Academy not to withdraw its authorization, but to permit and support the authorities in their processing of the case to a full resolution. This continues to be true even if prosecution in the judicial system is the result.

WEAPONS AND OTHER DANGEROUS IMPLEMENTS

The administration and faculty of Andrews Academy are committed to maintaining a safe and secure school environment. For this reason, weapons or other dangerous items may not be brought, retained, exchanged, held, harbored, or in any other fashion caused to be in the school, on the campus, or at off-campus school events. A detailed description of the policy regarding weapons may be found at the following website: http://www.andrews.edu/aa/docs/1213_sourcebook.pdf

MEDICAL CENTER

The services of the University Medical Center, located adjacent to the University School complex, are available to Andrews Academy students. All services rendered are at the students' own expense.

STUDENT INSURANCE

While Andrews Academy has no legal or financial responsibility for the injury of any student, the school feels a sincere interest in its students and their parents and each year purchases supplemental student accident insurance coverage. The coverage offers a secondary limited policy providing minimal protection if no other insurance coverage is available.

SCHOOL SAFETY AND HOLD HARMLESS

The Andrews Academy facilities and equipment were designed and purchased primarily for the furtherance of secondary education, co-curricular, and social activities. Student use of these

facilities or equipment is with the acknowledgment that any injury that may result shall not be the responsibility of Andrews Academy. It is therefore expressly understood that the student will hold Andrews Academy harmless if any type of injury should be incurred. Any unsafe practices, including but not limited to running, climbing, roughhousing, horseplay, etc., are forbidden.

STUDENT EMPLOYMENT

The University operates a number of auxiliary enterprises where its students may defray a portion of their expenses through part-time employment. Some of divisions of Andrews University employ Andrews Academy students who are at least fifteen years of age. All students who are employed on

or off campus should maintain a proper balance between the obligations of their school subjects and the demands of their work. All questions concerning student employment should be directed to the University Director of Student Labor.

ACTIVITIES AND ORGANIZATIONS

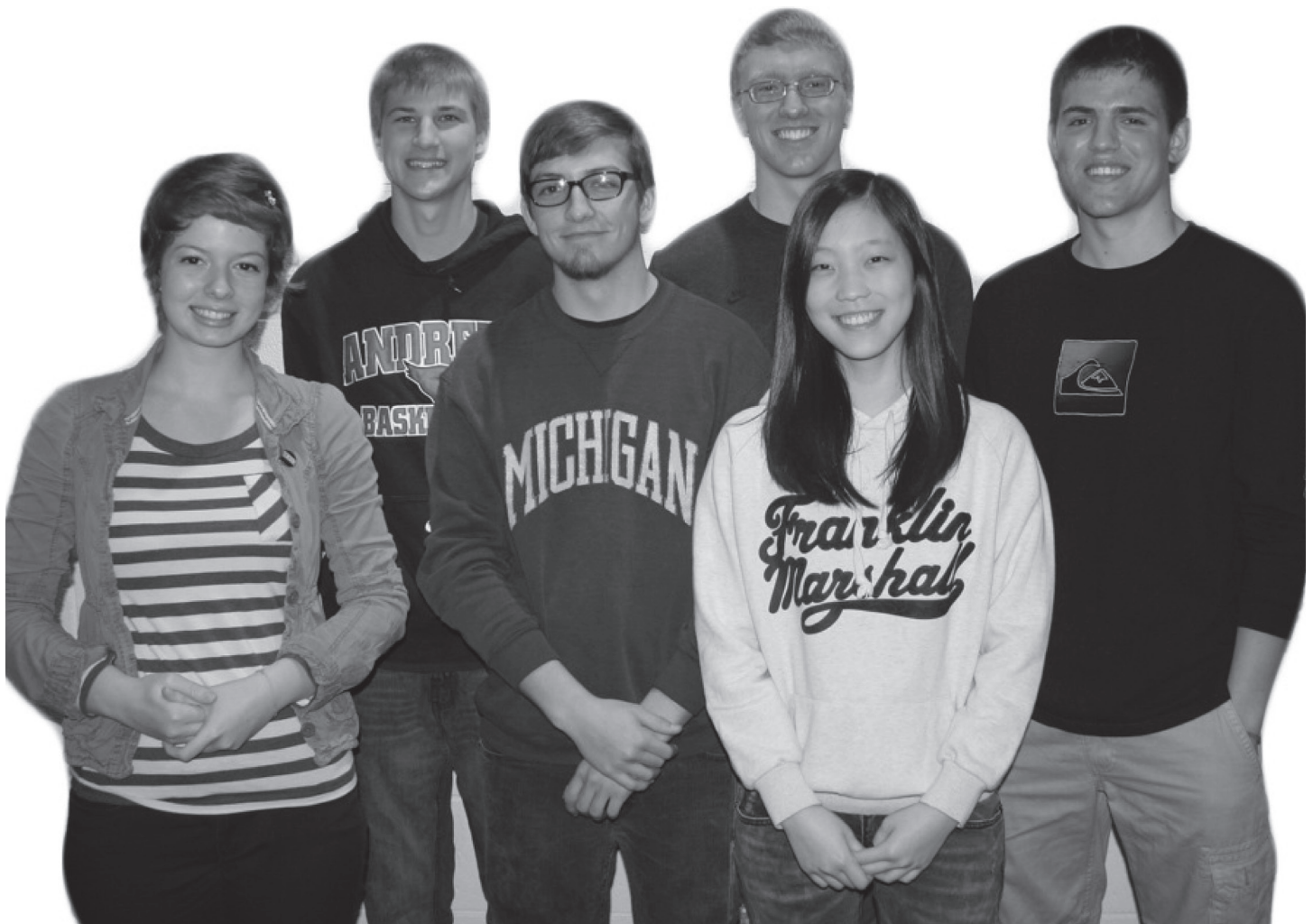
Andrews Academy encourages students to participate in as many of the co-curricular activities and organizations as their obligations to school and work will allow. The degree of involvement will vary with each student. A few of the organizations are the Student Association and Student Council, the three publications of the Expo, Sanjo, and the Silhouette or school yearbook. Each class of freshmen, sophomores, juniors, and

seniors also elects officers.

To qualify as an officer or any of the organizations, students must meet specific standards of conduct. In addition, the Alma L. Campbell Chapter of the National Honor Society demands both standards of academic achievement and personal conduct of both officers and individual members. Specific standards required to be an officer and/or a member of any of these groups are available in the academy office.

RELIGIOUS SERVICES

Students are required to attend the regularly scheduled morning devotions and assemblies and are to consider these appointments as an integral part of their education.



Admissions



Admission to Andrews Academy may be granted irrespective of the applicant's race, color, or national origin. Inasmuch as Andrews University is sponsored and mainly financed by the Seventh day Adventist Church, the majority of its students are members of that confession. However, membership in a religious confession is not required for admission.

Subject to available space, applicants who meet the academic and character requirements of Andrews Academy and who express a willingness to cooperate with the school's policies and to adjust congenially to its religious, social, and cultural atmosphere, may be accepted. However, admission to Andrews Academy is a privilege and not a right and may be withheld or withdrawn by the school at its discretion and in harmony with its mission, function and procedures.

APPLICATION PROCEDURE

To make formal application, write to:

Director of Admissions and Records
Andrews Academy
Berrien Springs, Michigan 49104

Admission forms will be sent

upon request. These should be filled in and submitted with a registration fee of \$100.00. All information and documents requested must be supplied before the admissions procedure can be completed. Upon acceptance to the Academy, the student will be assigned an advisor.

Time to Apply

The preferred time to make application is at least two months prior to the expected date of enrollment. Prospective academy students whose applications and supporting documents are not in by the dates listed in the calendar will be charged an additional fee. Applications will be processed upon receipt of all documents, and applicants will be notified promptly of actions taken.

ADMISSION REQUIREMENTS

1. Completion of eighth grade or above in an accredited elementary or secondary school.
2. Submission of official evidence of a physical examination by a licensed physician, for ninth grade students and for all new students.

3. Submission of official transcripts of all previous secondary school work.
4. Submission of two official letters of recommendation.

ADMISSION OF INTERNATIONAL STUDENTS

The school is authorized under federal law to enroll non-immigrant alien students. Before an acceptance can be granted and an I 20 form issued, a foreign student must meet the normal entrance requirements for all students. In addition, complete financial arrangements must be made and English language proficiency verified. Financial arrangements include a statement of sources of financial support and a cash security deposit of two thousand (\$2,000).

Language proficiency is assessed on an individual basis to determine whether the student is sufficiently proficient to study successfully in the English language whether the resources of Andrews Academy and the community are acceptable to the student in providing him/her the necessary opportunity to develop English language proficiency.

To be admitted to the academy, a student must have satisfactorily com-



pleted 8 years of elementary schooling beyond pre school or kindergarten. A total of 12 years beyond pre-school or kindergarten, with the accumulation of 22.5 secondary units of credit, is required for graduation. Every effort is made by the admissions officer to evaluate the student's academic qualifications to ensure the greatest possible advantage from an education in the United States. To provide this assistance, complete official transcripts of all school work are necessary. A maximum of six credits per year may be granted for secondary school work completed prior to entering the United States. Calculation of credits earned from non-American schools is made on the basis of Carnegie Unit standards.

OVERSEAS PROGRAM

Andrews Academy welcomes overseas students who are eager to study in the United States in a Christian atmosphere. The Overseas Program gives special consideration to those students who desire to come to the Berrien Springs area without family or parents. Academy administrative personnel will endeavor to arrange housing with community families.

Andrews Academy finds it of great value to its cultural atmosphere to

include overseas students. Because of the multi ethnic and cultural makeup of the school, foreign students will find Andrews Academy a very comfortable place to study. A monthly stipend of between \$600 to \$1000.00 is negotiated with the host family for board, room, laundry and supervision services. Please see the chapter on finances later on in this Sourcebook for instructions for inter-bank direct wire money transfers.

Students are expected to comply with family expectations and procedures. The host family parents are expected to give direction, counsel and spiritual encouragement. The host family will establish limits, curfews and directions about the students' comings and goings.

The Andrews Academy faculty discourages the use of motor vehicles by overseas students. If circumstances arise in a student's personal situation requiring the use of a vehicle, then plans and arrangements must be entered into thoughtfully and carefully. The Student Motor Vehicle Operator Approval Request Form must be processed and approved. The regular university student medical insurance policy will be activated for an additional fee. Please see the Financial Section for details.

ADMISSION OF PART TIME STUDENTS

Andrews Academy is prepared to accommodate a limited number of part time students who have established a carefully designed personal daily schedule of activities. While the school program is planned primarily for full time students who participate in the wide variety of activities, a part time student who is responsible and determined to learn should also find an experience of fulfillment and success.

Prorated tuition is available as indicated in the financial section of this publication. The rate applies to no more than two full credit courses plus some physical education, music, etc. The maximum credit permitted for a part time student is 2.9 units. A student taking three full classes, 3.0 units or more, is considered a full time enrollee and is billed the full published annual tuition rate.

A part-time student must make application using the regular application form and indicate clearly with an attached letter signed by parents and student, giving a full description of the anticipated part time study. The approval of the Admissions Committee will then be considered. The part time student should plan his/her schedule, so that it coordinates with other obligations in the student's program. Attendance at morning devotions, assemblies, and study hall is to be negotiated as important entities of a student's part-time program.

Not all students wish to be full-time students. Their reasons for wanting to take courses part-time at the Academy are many and varied. The definition Andrews Academy has of the privileges and restrictions of a part-time student are as follows:

1. Students enrolled on 1 credit/course may participate in whatever activities are arranged by the teacher in the course or required by the course. Such a student may not participate in any class function or outing, such as activities associated with a freshman, sophomore, junior, or senior class, or with events sponsored by the student association, or general school trips.
2. Students wishing to participate in school activities must enroll in a minimum of 2.5 credits with a minimum of 2 classes/courses per semester.
3. Students who are not enrolled full time (3.0 credits per semester and above will not qualify for four-year senior/graduation status and may not hold an office.



Academics

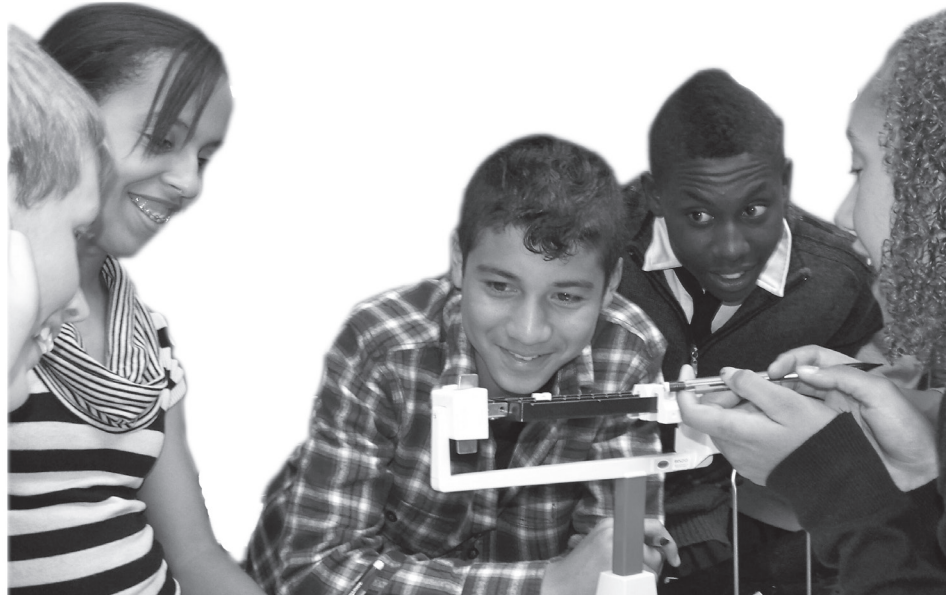
REGISTRATION

Registration is scheduled for the beginning of the first semester. Returning students will have pre-registered for their classes near the end of second semester of the previous year. New students typically pre-register for their classes during the summer through appointments made with faculty advisors. Registration is official only after all procedures required by the director of admissions and records have been completed and the fees paid. Late registration is possible, but a meeting with the registrar will have to be arranged as soon as possible.

ACADEMIC ISSUES

"Issues" are treated in bullet form. Further explanation is offered on the website:

- Maximum course load per year is 6.1 credits. Overloads are assessed an additional tuition charge.
- Students usually take 3.0 or 3.1 units per semester.
- Courses in music or publications may be taken even if they cause the course load to go beyond the minimum. No extra fees will result.
- Correspondence courses, academic enrichment courses, or courses taken at other schools will be counted as part of the total class load if taken from an accredited school or program.
- It is a given that students must regularly attend the classes they signed up for. A recent major discovery previously unknown to students reveals a direct correlation between consistent attendance and the grade earned.
- Students who have more than three major examinations on one day, should check with the registrar or school counselor for postponing one of the four tests.
- Music and physical education may be repeated for credit. Students may also repeat courses in which the grade earned was unsatisfactory.



- Work from home school or through other unaccredited programs will be transferred in on the basis of a generic grade of S for "satisfactory" and on the basis of a notebook or assignments and a file of test results. A detailed discussion about home school work appears later in the handbook.
- Some course work done at Andrews Academy may also be recorded with one of the following grades: S for satisfactory, Au for audit, and W for withdrew. Tuition is the same for audited classes as it is for classes taken for credit.

EVALUATION OF STUDENT PROGRESS

The evaluation of student progress in use at Andrews Academy is based on the principle that students should seek to master the knowledge, concepts, and skills in the courses they take. Students do not compete against one another because grading is not done on the curve. No limit is placed on the number of A, B, C, D, or F grades. Andrews Academy has a teacher certified to assist students who are challenged and find the work difficult. The operative verb is "assist". The teacher cannot do the work for the student. Equality of

outcome cannot be assured regardless of the assistance given.

In any given subject, teachers expect students to meet objectives of a course based on the following levels of performance:

- A (93-100%)
- A- (90-92%)
- B+ (87-89%)
- B (83-86%)
- B- (80-82%)
- C+ (77-79%)
- C (73-76%)
- C- (70-72%)
- D+ (67-69%)
- D (63-66%)
- D- (60-62%)
- F (0-59%)

GRADE POINT AVERAGE

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

A student's grade point average

is calculated by dividing the sum of all quality points for grades earned by total credits earned for the period. Quality points are based on the following scale: A 4.0; A 3.67; B+ 3.33; B 3.0; B- 2.67; C+ 2.33; C 2.0; C- 1.67; D+ 1.33; D 1.0; D- 0.67; F 0.

For example, a grade of B in a 0.5 unit course would yield 1.5 quality points (0.5 times 3.0); B- would yield 1.34 quality points (2.67 times 0.5). Current semester GPAs are calculated including F (0.0 quality points). Weighted honor grades transferred in are calculated in an unweighted manner since the Andrews Academy system does not offer courses with weighted grades.

MIDTERM EVALUATION

The student's academic progress is evaluated by instructors at approximately the mid-point of each semester and reports are issued. These reports are not recorded in the permanent record nor do they affect the GPA. Rather, they indicate the current level of academic performance and may guide the student in completing the course requirements. Parent-teacher conferences will be scheduled for a specific after parents receive their student's mid-term grade.

LEARNING-DISABLED STUDENTS

Students with learning disabilities identified by proper testing and evaluation may be admitted into a variety of uniquely designed, individualized programs, depending on the student's personal needs.

Specific course objectives may be constructed by academy teachers or shared time arrangements conducted with the special education facilities of the county. Evaluation of progress may be based on a satisfactory/unsatisfactory or credit/no credit system. Regular, consistent parental/guardian supervision of homework and involvement will be necessary and must be planned into the student's program for success. Andrews Academy does not operate a special education program. The school's success in working with learning disabled and/or struggling students has been through diligent application on the student's part,

supported by the parent/guardian's help with homework assignments.

The academy's approach of inclusion has generally been successful. Students who are unmotivated or indolent, and fail to complete and submit homework must accept F grade reports as issued. Admission of a student with Learning disabilities, the preparation of special requirements, or the granting of academic credit is not a guarantee that the student will earn a diploma even after the accumulation of a certain number of credits.

In all such cases parents, Teachers, counselors, specialists, and the administration will consider the student's needs together and make decisions based on the evaluation and advice on the entire group.

ACADEMIC PROBATION

A student with a current GPA less than 2.00 will be placed on Academic Probation for the following semester. The current GPA is for the most recent semester completed; the cumulative GPA is for all previously completed secondary work. Academic probation will disqualify a student from holding organizational leadership positions, including positions in the Student Association; freshman, sophomore, junior, and senior classes; National Honor Society, school publications, and other organizations that may be organized for which student leadership is either voted or appointed.

Academic probation requires a student to reduce his/her semester class loads. In addition, he/she may be offered, and even required, to participate in the study support program operated by the guidance department.

When the student's current GPA becomes 2.00 or better, he or she will be removed from academic probation status.

TRANSFER OF CREDITS

Andrews Academy accepts transfer credit from established secondary schools and applies it to the student's Andrews transcript within normal and appropriate limits. The Academic Affairs Committee is responsible for monitoring the application of such credit where the

previous curricular offerings or program structure produces unusual credit totals. The Carnegie unit is the basic guide in assigning or calculating credit.

Andrews Academy accepts up to a maximum of six credits per year transferred from international students and from school systems where student programs generate credit beyond the usual 6.0 credits.

Correspondence credit from an accredited school for a student in residence is also accepted but is limited to two credits during the four year period of enrollment. Structured and planned homeschooling experiences may be translated into academic credit by the process described in the Home School Credit section.

Andrews Academy reserves the right to determine which correspondence courses, course work completed by home-schooling, and courses taken through other accredited institutions are acceptable to meet the published graduation requirements.

ALTERNATIVES TO TRADITIONAL CLASS WORK

Under very specific conditions, Andrews Academy recognizes course work earned in non-traditional settings. These settings include the following:

- Home school credit
- Correspondence
- Summer school
- Evening classes
- Online course work
- Career exploration
- Work-study
- Community service
- Educational tours

1. History tour
2. Spanish tour
3. Reformation tour

Andrews Academy also offers two extended off-campus study programs that require careful planning and consultation with the guidance counselor and teachers whose subjects are involved in the extended off-campus study.

- Exchange program with Bogenhofen in Austria
- Challenge program

Specific details about alterna-

tives to traditional course work and off-campus study programs may be found at the website: http://www.andrews.edu/aa/docs/1213_sourcebook.pdf

RESIDENCE REQUIREMENTS

To graduate from Andrews Academy a student must be enrolled for the last semester of his/her final academic year and complete a minimum of two units of academy course work the second semester.

CHOOSING A DIPLOMA

To graduate from Andrews Academy students must have been enrolled for a specified period of time. The Academy offers a planned program and sequence of courses that students must take over a specified period of time in order to meet the requirements of a given program. Students must select the particular diploma under, which they will graduate.

The Academy offers students three choices in the type of diploma they wish to earn. The three diplomas, each with specific requirements, are the General Curriculum Diploma, the Standard Diploma, and the College Preparatory Diploma with Comprehensive Endorsement. Parents and students should consult the entrance requirements of the college or university they will attend to determine the diploma that fits their goals.

Colleges and universities require a specific course of study. In a wish to serve all populations, some institutions require only a basic sequence of courses with minimal depth; others that are more selective expect students to have taken a rigorous program of demanding courses. In other words, the courses they want their entering students to have taken are the so-called "hard" courses, leaving students little time for "fun and games".

Students and parents should examine the two charts outlining the sequence and depth of the General Curriculum Diploma, the Standard Diploma, and the College Preparatory Diploma with Comprehensive Endorsement. Planning for a specific program should begin with the fall semester of

the freshman year. The charts are printed on pages 21 and 22 of the source book.

The ACT Test

At Andrews Academy all students take the ACT American College Test (ACT) during the second semester of the junior year or the first semester of the senior year.

Scores on the test determine whether a student qualifies for Academic scholarships from Andrews University or from other institutions.

Results obtained on the test reflect the level of commitment to learning students have exhibited up to the time they take the test. Teachers advise students to read beyond course requirements in a variety of academic areas as preparation for the test.

Exit Portfolio

Seniors in their final year must submit a portfolio. The portfolio is an organized collection of students' work, displaying photos, test papers, letters and certificates of commendation, essays, achievements in academic, art, and athletics in scrapebook form.

Students should save papers, photos, and certificates of commendation from their freshman year on for display in a portfolio.

English Credit

If students want to earn the standard diploma or the college preparatory diploma with comprehensive enrichment, they will need four units of English. They should plan to take at least one semester of expository writing or two semesters of AP Language and Composition. They will also need one semester of a literature course and may fill the remaining two semesters with credit from any upper-level English course.

Fine Arts Credit

A minimum of one semester of an art or music course is required of all students. Additional courses are recommended.

Solid Credits

Solid credits are earned from

those courses taken in the areas of English, science, mathematics, social studies, and foreign language. Exceptions to this statement are those courses that are of a general, preliminary, survey, or introductory nature, such as General Science, Pre-algebra, Survey of American History. Credit earned in these courses is recorded as non-solid credit, contributing to a General Curriculum Diploma. Courses titled with the prefix "Introduction to. . ." have objectives adjusted for the individual and credit is recorded for a Basic Diploma.

Course Work Deadline

All course work must be completed by the close of the last day of classes prior to graduation.

AUXILIARY PROGRAMS

Andrews Academy provides accelerated secondary programs for qualified academy students. There are two programs: the Fourth Year Program and the College Enrichment Program.

Early Graduation

Provision is not made for early graduation from Andrews Academy. The expectations and requirements established to earn a quality secondary diploma are such that it is unwise for a student to consider graduating in less than the normal four years.

In place of such a program, Andrews Academy encourages qualified students to begin college studies during their senior year. Please see the description of the College Enrichment Program adjacent to this statement.

College Enrichment Program

Because of the location of Andrews Academy on the University campus, the University and Andrews Academy have instituted a College Enrichment Program allowing qualified fourth-year students to take lower-division college classes to supplement their secondary program. Qualified students may accumulate 24 college level semester credits between the end of their junior year and their academy graduation date. The College Enrichment Program

is an extension of the academy. A student approved to enter the program is primarily an academy student and continued participation is based on evaluation each semester. The evaluation includes the student's academic performance, citizenship status, attendance record, and participation in the academy program. Students must have completed a minimum of 16.5 credits before they apply to the program. Application for the College Enrichment Program must be made during the final semester of the third year of secondary school. See the financial section of this publication for financial information about the College Enrichment Program.

For specific information on high school and college credits are combined to determine class load and on how tuition is charged for the combined class load, refer to the website: http://www.andrews.edu/aa/docs/1213_sourcebook.pdf

Academic Advancement

Academic Advancement is a program to assist students who struggle in school. We do not want to lose strug-

gling students, nor do we want them to give up. The guidance director assists students and parents in establishing a plan whereby students who might abandon the struggle for success do not abandon it.

Academy Gifted Student Program

Andrews Academy gives recognition and encouragement to elementary students with unusual academic talent. One way this is done is through the Academy Gifted Student Program where qualified eighth grade students of Ruth Murdoch Elementary and Village Elementary SDA School may enroll in one appropriately selected academy course. The faculties of each school will make recommendations to the Andrews Academy Academic Affairs Committee. To qualify, a student must exhibit an unusual affinity toward the subject material related to the selected class, exhibit an above average sense of maturity and responsibility, and have earned standardized testing scores in the 95th percentile for composite and subject area requested. A tuition scholarship is granted by the academy with a one time enrollment

fee equal to ten percent of the regular tuition rate.

Initial and continued enrollment at Ruth Murdoch Elementary School, the Village SDA School, or other area SDA elementary schools is a prerequisite for program eligibility. This is an enrichment program, and is not designed to lead toward early graduation. If the course selected is Algebra I, the student is required to take at least one additional mathematics course to meet the requirements for secondary graduation. This program is provided on a space available basis.

GRADUATION WITH ANDREWS ACADEMY HONORS

In an effort to foster an aggressive approach to learning among students, the academy offers the possibility of graduating with academic honors. Qualifying to graduate with honors by earning a grade-point average of 3.50 or above is merely the minimum standard for applying to the program. The grade point average does not entitle the stu-





dent to graduate with academic honors.

Several important traits characterize honors students, and any who apply might well consider whether the traits described below actually describe them:

1. Honors students display intellectual curiosity. That is, they are curious about and interested in a variety of subjects. They want to discover more about science, history, languages, music, art, religion, and philosophy. To satisfy the curiosity, they read books and do not limit themselves to the textbooks required for a given course.

2. Honors students take academic risks. That is, they do not limit themselves to subjects where they are certain of a high grade but are willing to stretch beyond the known and the comfortable and to risk failure in areas where they are not strong and need more practice.

3. Honors students do not shy away from writing. They take writing courses that may challenge their current level of performance. The ability to write well certainly is a necessary skill for all who consider themselves an honors student. Accordingly, honors students enroll in courses known to help hone this skill. Honors students, therefore, recognize that writing is the currency of the academic realm. In other words, one

cannot be considered an honors student if she/he cannot express thoughts clearly or if they avoid opportunities to improve their writing skills.

4. Honors students work with—not against—the school. If change is needed, they work in a positive way to effect change.

5. Honors students practice integrity. They neither cheat, nor do they support or tolerate cheating in others because they may be friends. In general, honors students are known for honesty and their willingness to support efforts by the school to foster an open and honest atmosphere.

6. A minimum of one upper level composition class (0.5 credit) plus 1.0 additional credit of specified units must be earned at Andrews Academy.

It is a given that students desiring to graduate with honors will work toward the College Preparatory Diploma with Comprehensive Endorsement. Comprehensive endorsement is available in three areas: Enrichment in the humanities, known as AAHEP; enrichment in the sciences, known as AASEP; and enrichment in mathematics, known as AAMEP. Many honors graduates will achieve enrichment in all three areas. See the website regarding specific requirements for AAHEP, AASEP, and AAMEP.

Specified Solid Units

(Please note the prerequisites for these classes when planning)

Physics—science
Chemistry—science
Pre-Calculus—math
Spanish II or German II— modern languages, AP Language and Composition and AP American History.

Writing classes which count toward Graduation with Honors

AP Language and Composition
Expository Composition
Art of Biography
Research Composition

Application for Graduation with Academic Honors must be submitted to the Academic Affairs Committee by the end of the junior year. The application form is available in the office or from the guidance counselor.

POLICIES AND RULES REGARDING ACADEMIC RECORDS, LETTERS OF RECOMMENDATION AND TRANSFER OF RECORDS

Specific information about And rules governing matters listed Above are explained in detail at the following website: http://www.andrews.edu/aa/docs/1213_sourcebook.pdf

ANDREWS ACADEMY
2012-13 Credit Work Sheet
Standard Diploma / College Preparatory with Comprehensive Endorsement

Departments	Required Courses	Credit Required	Credit Earned	Still Needed
ENGLISH	English I (9th) English II (10th) 1 - 2 semester(s) composition 1 - 3 semester(s) literature <i>(Comprehensive Endorsement must include Research Comp., Expository Comp., or Art of Biography)</i>	1.0 1.0 0.5 0.5 (4.0)		
MODERN LANGUAGE	Two units may replace one unit of English <i>(2.0 required for Comprehensive Endorsement)</i>	(2.0)		
SOCIAL STUDIES	U.S. History—junior year U.S. Government—seniors/juniors only <i>(2.5 total for Comprehensive Endorsement)</i>	1.0 0.5 (2.5)		
MATHEMATICS	Algebra I or equivalent <i>(3.0 for Comprehensive Endorsement)</i>	2.0 (3.0)		
SCIENCE	Biology I or equivalent <i>(3.0 for Comprehensive Endorsement)</i>	2.0 (3.0)		
Total Solids	Standard Diploma Requirements	11.0		
Comprehensive Endorsement	<i>Solid Credits as follows: English 4.0 (must include Research Comp., Expository Comp., or Art of Biography); modern language 2.0; social studies 2.5; mathematics, 3.0; science, 3.0</i>	14.5		
APPLIED ARTS	Must include 2 of the following 3 areas: Business Education, Home Economics, Technical Education	1.5		
FINE ARTS	Minimum—one semester of any art or music course; more is recommended.	0.1		
PHYSICAL EDUCATION AND HEALTH	5 semesters of Physical Education—1.5 units plus Health —0.5 units	1.5 0.5		
RELIGION	One unit for each year in attendance at an SDA secondary school.	4.0		
WORK EXPERIENCE	180 total clock hours—requires submission of Work Experience Form signed by work supervisor.	0.5		
GENERAL EDUCATION ELECTIVES	Enough to make Grand Total at least 22.5 units			
Total General Education				
Grand Total	Solid units plus General Education units	22.5		
Less	Deduct the Fine Arts credit earned in excess of 2.0 units			
Net Total	Minimum of 22.5 units for Standard Diploma <i>(24.0 for College Preparatory Diploma with Comprehensive Endorsement)</i>	22.5 (24.0)		

ANDREWS ACADEMY
2012-13 Credit Work Sheet
General Curriculum Diploma*

Departments	Required Courses	Credit Required	Credit Earned	Still Needed
ENGLISH	English I (9th) English II (10th) 1 semester literature 1 semester speech (or composition)	1.0 1.0 0.5 0.5		
MATHEMATICS	Pre-algebra or equivalent	1.0		
MODERN LANGUAGE	None required			
SCIENCE	Biology I or equivalent	1.0		
SOCIAL STUDIES	U.S. History–junior year U.S. Government–seniors/juniors only	1.0 0.5		
Total Solids	General Curriculum Diploma Requirements	6.5		
APPLIED ARTS	Must include 2 of the following 3 areas: Business Education Home Economics Technical Education	1.5		
FINE ARTS	Minimum–one semester of any art or music course; more is recommended.	0.1		
PHYSICAL EDUCATION AND HEALTH	5 semesters of Physical Education–1.5 units plus Health –0.5 units	1.5 0.5		
RELIGION	One unit for each year in attendance at an SDA secondary school.	4.0		
WORK EXPERIENCE	180 total clock hours–requires submission of Work Experience Form signed by work supervisor.	0.5		
GENERAL EDUCATION ELECTIVES	Enough to make Net Total at least 21.5 units			
Total General Education				
Grand Total	Solid units plus General Education units	21.5		
Less	Deduct the Fine Arts credit earned in excess of 4.0 units			
Net Total	Minimum of 21.5 units	21.5		

*The **Basic Diploma** requirements are the same as the General Curriculum Diploma requirements with the provision that adjusted objectives may be established to meet the individual student's needs based on his/her strengths, weaknesses and/or style of learning. Such courses with adjusted objectives are identified by the title prefix "Introduction to . . ." Academic Advancement Program Team (AAPT) students specifically benefit from this provision.

Courses of Instruction

Business

BSED 032 Personal Finance.....5 unit
Understanding how individuals and families can efficiently manage their money is the focus of this course. It fosters an awareness of special problems caused by changes in price levels. A simulation for personal record keeping is a part of the class. *Second semester.*

BSED 051, 052 Computer Applications I & II.....5 unit
A computer course of interest to all students regardless of their previous computer use. It covers common technical information with an emphasis on practical experience with the world wide web, spreadsheets, databases, and website creation. Prerequisite: Minimum data entry skill of 30 wpm with 90% accuracy. Offered: *first semester.*

English & Modern Languages

***ENGL 101, 102 English I**.....5, .5 unit
Freshman English focuses on a study of selected works from young adult literature, as well as poetry, drama, and fiction from American and British literature. Writing is an essential component of the course. Instruction in standard English grammar also constitutes part of the subject matter. English I credit. *First and second semesters.*

ENGL 103, 104 Beginning English Composition and Literature.....5, .5 unit
This course is designed to assist international students in learning the fundamental elements of literature and writing to prepare them for academy level English courses. It is highly recommended as the beginning course for international ESL students during their first year in the United States.

***ENGL 111, 112 English II**.....5, .5 unit
Sophomore English builds on the writing skills practiced in the freshman year and examines a selection of poetry, fiction, and essays from American and British literature. The course will also introduce the student to a discussion and critical analysis of television programming. The emphasis on writing initiated in the freshman year will continue during the sophomore year. Instruction in standard English grammar will build on the knowledge gained during the freshman year. English II credit. Prerequisite: English I.

*Freshmen and sophomores must enroll in these courses.

NOTE: Courses taught during “even” years are scheduled during academic school years which conclude in an “even” numbered year. Courses taught during “odd” years are scheduled during academic school years which conclude in an “odd” numbered year.

ENGL 126 Media Writing: Nautical Theme.....5 unit
Media Writing teaches effective writing utilizing modern modes of communication. Students will practice writing for publication in various formats such as blogs, personal web pages, online and print magazines, as well as social media outlets. Special emphasis is given to style, diction, tone, purpose, and audience. Documenting the rebuilding of a classic sailboat, a special hands-on component of the course, will provide the basis for much of the composition. Students will also study two nautical texts.

ENGL 128 Contemporary British Literature.....5 unit
This course emphasizes literary evaluation of a narrative work and three or four contemporary poems and or songs chosen from British writers. The course includes interpretive reading, discussion, and oral/written evaluations based on standards for artistic and moral excellence. Literature credit. Prerequisite: English I and II. *Second semester, odd years.*

ENGL 133 British Classics I.....5 unit
A course designed to immerse students in the study of British literature written in the periods between the end of the Roman occupation and the beginning of the Renaissance. Students will examine and discuss examples of literary genres common to this time period including Epic and Alliterative poetry, Morality Plays/Allegory, and quest narrative, as well as the history and formation of the English language during this time period. Prerequisite: English I and II. *First semester, odd years.*

ENGL 134 Shakespeare and Composition.....5 unit
Studying three genres – comedy, tragedy, and history – British Literature: Shakespeare explores history’s most prolific playwright, his stage, theater, and historical context, concentrating on *A Midsummer Night’s Dream*, *Richard III*, and *Macbeth*. The course emphasizes critical reading, textual analysis, and expository writing. Prerequisite: English I and II. *First semester, odd years.*

ENGL 135 British Classics II.....5 unit
An intensive study of George Orwell’s *Animal Farm*, Alan Paton’s *Cry, the Beloved Country*, and George Bernard Shaw’s *Saint Joan*. Written work and oral interpretation constitute part of the course. Literature credit. Prerequisite: English I and II. *Second semester, odd years.*

ENGL 141 Speech and Composition.....5 unit

A course designed to combine the essential elements of public speaking with the rhetorical rudiments of written composition. Over the course of the semester students will both draft and present compositions of their own, as well as practice the public oral delivery of works by published authors. Significant attention is also given to the various visual and rhetorical strategies inherent to various types of writing/presentation including but not limited to product advertising, propaganda techniques, and political debate. Some attention may also be given to various interpersonal communication techniques. Students should be aware that both in-class and public presentation form a significant piece of the graded material for this course.

ENGL 145 Castle & Commons.....5 unit

An interdisciplinary approach to the study of medieval life, Castle and Commons studies the life and culture of 15th century England, focusing on social systems, economics, succession, and day-to-day living. The course emphasizes critical reading, reading and composition skills, requiring essays, paper-length writing assignments, and culminates in a research project. Open to Juniors/Seniors, the course may be taken for either English or history credit.

ENGL 153 Christian Authors.....5 unit

A study of Christian writers that includes C. S. Lewis, Frederick Buechner, Brennan Manning, Ellen G. White, John Eldridge, and Cliff Goldstein reading a number of documents from the authors listed above will focus on a precise understanding of their message and discussion of it in written essays.

Because the ability to write clear English prose is the mark of the educated person, Andrews Academy requires that its students receive sufficient practice toward this end. The ability to write well is, in fact, the sine qua non of the educated person. The four years in high school are the time students should use to hone their writing skills, and the writing courses offered at Andrews Academy provide the opportunity for the student to become a practiced writer.

Students and parents should note that the students must put forth honest effort and be willing to write and rewrite their assignments before handing them in. Students and parents should also note that the work meriting an "A" is work that is submitted on time. Handing in work that is days or even weeks late is not the mark of excellence in a student.

A College Preparatory diploma requires that a student take a semester-length composition course (chosen from ENGL160-169 below). Students planning for Graduation with Academic Honors or the Comprehensive Endorsement must choose ENGL 160 Research Composition, ENGL 161 Expository Writing, ENGL

162 The Art of Biography or ENGL 134 Shakespeare and Composition, ENGL 167, 168 AP Language and Composition to meet the requirement for credit in composition. The other writing courses do not meet the requirement for Graduation with Academic Honors or for the Comprehensive Endorsement.

ENGL 161 Expository Composition.....5 unit

Expository writing focuses on the media and requires three essays of 1500 words on the hidden persuaders of magazine or television advertising, a six-page book review, and practice in writing precis or abstracts on current issues reported in magazine. The course will teach the students how to craft an introduction to an essay, how to develop paragraphs that begin with a focusing topic sentence, how to stay on the subject stated in the topic sentence, and how to develop coherence in the essay. The degree to which the student develops proficiency in the skills mentioned above determine his/her grade in the course. Another significant factor in determining grade is turning the assignments in on schedule. Composition credit. Prerequisite: English I and II. *Second semester.*

ENGL 163, 164 Newswriting I & II.....5, .5 unit

Newswriting introduces students to and requires practice in the various forms of journalistic writing. Student will examine models of the straight news story, editorials, feature articles, the sports story, and the human interest story. In addition, students will evaluate and edit articles considered for publication in the school newspaper, the Sanjo. In order to achieve a grade of "A," students must have an article published in the school paper. In other words, the work must be of sufficient quality to be presented to a wider audience than merely the class members. Composition credit. Prerequisite: English I and II. *First and second semesters.*

ENGL 165 Literary Composition.....5 unit

This course focuses on the structure and meaning of the literary essay. Student will read, discuss, and write analyses of essays. They will write précis and abstracts of essays and craft essays of their own.

ENGL 167, 168 AP Language**and Composition.....5, .5 unit**

A course intended to prepare students to take the Advanced Placement test in Language and Composition given annually during the second week in May. Readings and assignments are what the student can expect at any college known for rigor. Readings deal with contemporary issues, such as education, politics, racial relations, constitutional liberties, sports, and historical events. Numerous writing assignments are required. No student is required to take the AP exam, but the student would be well advised to take the test. Research shows that even those who do not pass the test do better in college-level courses than others who have never taken the course. Note that the grades received in the course are separate from the grade received on the AP exam.

Composition credit. Permission of the instructor. *First and second Semesters.*

SPAN 191, 192 Spanish I.....5, .5 unit

An introduction to the Spanish language and culture. It provides the necessary skills to begin communicating in the language. Equal emphasis is placed on the fundamental skills of listening, speaking, reading and writing. The geography, history and cultural life of Spain, Latin America, and Hispanic-America are carefully incorporated into the lessons. Active participation in class is essential for student success. *First and second semesters.*

SPAN 193, 194 Spanish II.....5, .5 unit

A review and enhancement of the major grammatical structures in order to increase student's listening and speaking ability, and to expand reading and writing skills. New vocabulary will be introduced and practiced. Further study of the Spanish-speaking world is done through a balanced blend of cultural presentations including music, selected literary passages and art. Active participation in class is essential for student success. Pre-requisite: Spanish I with a minimum grade of C. Students wishing to pursue advanced Spanish studies are encouraged to enroll in the applicable Spanish courses offered in the International. Language Studies Department at Andrews University.

Fine Arts

NOTE: Art classes will include a lab fee.

FATS 201 Basic Art/Drawing I.....5 unit

Covers the basic elements and principles of design as a foundation for the beginning art student. Students will learn to actually "see" the beauty in the world around us and learn to get it down on paper. A variety of projects will be assigned to reinforce these concepts as well as give the beginning student a taste of the many areas available in art. Through daily practice in seeing as well as drawing he/she will gain confidence and skill to go on to tackle the more complex shapes of animals and people.

**FATS 205 Ceramics/Sculpture.....5 unit**

Concentration on the creation of the "vessel" through hand building methods: pinch pot, slab and coil; as well as working on the potter's wheel. Students will learn how to prepare clay for working, glazing and firing as well as take a look at the history of ceramics. Forming 3-dimensional forms from clay. Students will be asked to render/imitate from real life forms such as the human head and form, animals, etc. *Second semester.*

FATS247 Yearbook Production.....5 unit for each semester.

The course deals with the production of the school yearbook, The Silhouette. Students will learn about basic digital photography and photoshop and will also develop their talents in layout, copy, design, advertising, and photography. Permission of the instructor and sophomore standing or above are required.

FATS 211 Concert Band.....3, .3 unit
This course is designed to give each student the opportunity to develop better skills on his/her instrument through regular practice and performance. All students are obligated to attend scheduled rehearsals and any performance appointments. Prerequisite: Permission of the director. *First and second semesters (year-long registration required).*

FATS 213 Handbell Ensemble.....3, .3 unit
Basic performance skills are stressed along with the proper technique for ringing and care of the hand bells. A good rhythmic ability is a must. All students are obligated to attend all scheduled rehearsals, concerts and tours. Prerequisite: Elementary school bell choir or permission of the director. *First and second semesters (year-long registration required).*

FATS 217 String Orchestra.....2, .2 unit
A twice a week specialized musical experience combining the talents of selected string players and other qualified students emphasizing preparation for performances, tours, and other functions. Prerequisite: permission of the director. *First and second semesters (year-long registration required).*

FATS 229 Chorale.....2, .2 unit
This course is open to all students. Sight-reading, basic vocal production, and part singing are stressed in preparing for performances. All performances, tours and rehearsals are obligatory once accepted. Prerequisite: Permission of the director. *First and second semesters (year-long registration required).*

FATS 231 Silhouettes.....3, .3 unit

A cappella singing, advanced sight-reading and music terminology are used to learn all the music for performances. All performances, tours and rehearsals are obligatory once accepted. Prerequisite: Admission by audition and selection by the director. *First and second semesters (year-long registration required).*

241 FATS 242 Private Lessons.....1 unit

Health & Physical Education

HPED 301 Physical Education 1 (Co-ed).....3 unit
This introductory class for freshmen emphasizes basic physical fitness with some team sports activities. Physical fitness and basic skills are parts of the program. Required for all freshmen.

HPED 388 Backpacking Tour (Co-ed).....3 unit
These courses are designed to give the student an awareness of God's second book of nature as a means of enjoyment. The students will learn how to plan for and participate in a strenuous week long trip. Prerequisite: Permission of the instructor. A fee is required for travel and expenses. Those on citizenship probation may not register for this class. *Odd years - Backpacking.*

HPED 390 Health Education.....3 unit
This class includes principles of health, their meaning to the individual and the community; scientific counsel in the writings of Ellen G. White; acquaintance with current advances in health knowledge and healthful living. Prerequisite: Juniors and seniors only.



HPED Various Activity Classes.....3 unit

Activity classes which are sports-based are offered every semester. Such classes emphasize learning the knowledge and practicing the skills necessary for each sport. The classes, regardless of the particular sport being taught, will include instruction in physical fitness activities, such as weight training, aerobic exercise, anaerobic exercise, and calisthenics. Sports classes will include a combination of at least three sports:

- ~ Tennis/Volleyball/Basketball
- ~ Tennis/Badminton/Weight Training
- ~ Soccer/Softball/Basketball
- ~ Volleyball/Softball/Soccer
- ~ Badminton/Basketball/Softball
- ~ Badminton/Tennis/Volleyball
- ~ Badminton/Tennis/Flag Football
- ~ Volleyball/Soccer/Basketball
- ~ Rollerhockey/Soccer/Softball
- ~ Weight Training/Basketball/Soccer
- ~ Volleyball/Softball/Weight Training

History & Social Studies

HIST 401 World Civilizations I Ancient and Classical.....5 unit

A survey of world history from the early civilizations of the Ancient Near East and the classical civilizations of Rome and Greece through early modern times. The course will include units on the Middle Ages, the Renaissance and Reformation, the Age of Discovery and Exploration and the Age of Absolutism. Elective social studies credit. *Odd years.*

HIST 404 World Civilizations II — Europe 1700-Present.....5 unit

A survey of Western civilization from the Enlightenment to present times. The course will include units on the French Revolution, the Industrial Revolution, Imperialism, and World Wars I and II. Elective social studies credit. *Odd years.*

**HIST 442 U.S. History 1492-1877.....5 unit**

A study of the social, political and diplomatic history of the United States from 1492 to the after the Civil War period of crisis in 1877. Prerequisite: Juniors/Seniors only.

HIST 443 U.S. History 1877 to the Present.....5 unit

A study of the social, political, and diplomatic history of the United States from 1877 to the present times. Prerequisite: Juniors/Seniors only.

HIST 451 United States Government.....5 unit

A study of the organization and function of the executive, legislative, and judicial branches of the federal government with emphasis on constitutional development, the presidency, the Congress, the judiciary, church-state relations, civil rights and foreign policy.

HIST 452 Current Events.....5, .5 unit

A one-semester class that covers events in the news. Elective social studies credit.

HIST 456 Educational Tours.....5 unit

Educational tours are directed study, week-long, travel/study courses conducted by the History/English Departments. These tours are planned to focus on specific historical themes, such as American Heritage, Washington, D.C., the New England area, Gettysburg, the New York area, Atlanta and the South. The courses meet throughout second semester with preliminary studies and preparation for the touring week. The courses continue to meet on return, completing the study objectives as identified in the course outline. The tours rotate on a four-year cycle. Prerequisite: permission of the instructor. *Second semester.*

Home Economics

HMEC 501 Basic Foods and Nutrition.....5 unit

An introduction to the principles of nutrition and food preparation. It also stresses consumer skills and the selection of quality foods. Lab requirements provide the student with experience in preparing food demonstrating the principles of proper nutrition. Prerequisite: Includes a lab fee. *First semester.*

HMEC 502 Basic Clothing Construction I.....5 unit

This course deals with basic clothing construction techniques and provides an introduction to the qualities and use of natural fibers. Clothing care and budgeting methods will also be studied. *First and second semesters.*

HMEC 504 Basic Clothing Construction II.....5 unit

An opportunity to continue projects begun in HMEC 502. Students should express an interest in clothing and give visible evidence that this will provide a meaningful experience. This course also deals with crafts in the home. Students will learn guidelines that will help them be better consumers. Crafts such as quilting and needlework for the home will be included. Prerequisite: Basic Clothing Construction I. *Second semester.*

HMEC 511 Advanced & International Foods.....5 unit

This course centers on meal planning and preparation in all the related aspects: nutritional balance, health requirements, etiquette, and the wise expenditure of the food budget. In addition, a study of worldwide food habits and nutritional practices. Extensive laboratory experience gives students an opportunity to prepare foods from around the world. Prerequisite: Basic Foods and Nutrition, includes a lab fee. *Second semester.*

Mathematics

MATH 711, 712 Algebra I.....5, .5 unit

A current instructional approach designed for students who have successfully completed elementary mathematics. The course includes the application of skills and knowledge to the solution of many types of practical problems. Examples include word problems, properties of real numbers, equations by transformation, reducing fractions to simplest forms, and graphing in one or two dimensions. This provides a foundation for further study in both algebra and geometry.



MATH 721, 722 Geometry.....5, .5 unit

A sequential quarter study of the properties of points, lines, and planes and the evolution of plane geometry as a unique mathematical study. The formal proof is developed as a part of the logical thinking process. This study also includes an introduction to trigonometry, constructions, areas, volumes, and transformations. Prerequisite: Algebra I, minimum grade of C.

MATH 731, 732 Algebra II.....5, .5 unit

An extension of Algebra I with exponential functions and logarithms, trigonometric functions and complex numbers, identities, binomial expansion, matrices and determinants, and considerable exposure to graphing. The student should have access to a graphing calculator for this sequential quarter study. Prerequisite: Algebra I and Geometry, minimum grades of C.

MATH 741, 742 Precalculus.....5, .5 unit

A thorough study of advanced mathematics including coordinate geometry, inequalities, functions, trigonometry, exponents and logarithms. Graphing, theory of equations, vectors, complex numbers, sequences and series, probability, polynomials, parametric equations of curves, polar equations and limits of functions are also studied. Prerequisite: Geometry and Algebra II with minimum grades of B.

Religion

0.5 unit of Religion is required each semester a student is registered.

RLGN 801 Personal Religion I.....5 unit

A study of the purpose of the Bible as an inspired message from God, its history, its various versions, how it is organized and how to study it. It also covers the experiences of the families of Adam, Noah, and Abraham while also looking at God's love for all people. Required of all freshmen. *First semester.*

RLGN 802 Personal Religion II.....5 unit

An introduction to the Gospel story and the years of Jesus' life, His earthly ministry and teachings, His temptations in the wilderness, the choosing of the twelve, and the proclamation of His new kingdom, through the final week of His life including the crucifixion, resurrection, and ascension.. Required of all freshmen. *Second semester.*

RLGN 819 Romans.....5 unit

A study of Christ's substitutionary sacrifice that provides the basis for pardon, reconciliation, and spiritual growth.

RLGN 833 Life Choices.....5 unit

A look at the "world of work" and career development from a Christian perspective including an assessment of personal interests, intelligence, aptitudes, achievement, personality traits, and the formulation of a career development plan. A charge is made for the administration of the Strong-Campbell Interest Inventory Test.

RLGN834 Life Philosophy and Moral Issues.....5 unit

A survey designed to provide assistance in the development of a biblical philosophy of life, dealig with contemporary moral and ethical issues within the context of biblical principles.

RLGN843 Survey of Western Philosophy.....5 unit

Every direction of philosophical thought and every philosopher of note have influenced how people have viewed life. Using the text book, Christianity and Western Thought, students will study the development of Western Philosophy and its impact on Christian thought.

RLGN853 Christian Writers.....5 unit

An introduction to the life and works of Christian authors. Emphasis will be given to books and articles that lend themselves to a devotional study

RLGN856 Worldviews and Religion.....5 unit

This course focuses on worldviews, religious movements, contemporary denominations, cults and major world religious, as viewed from a biblical perspective.

Classes to be offered in the years following the current school year:

Fundamental Beliefs
Daniel and Revelation
Hebrews
The Gospel of John
Marriage and Family
Old Testament Classics
New Testament Classics
Old Testament History
Early Church History
Acts
Advent Movement
EG White
Reformation History
Personal Religion I and II

Science**SCIN 911 Earth Science: Geology.....5 unit**

A study of the earth's structure, its composition, and the processes that shape and reshape it. Studies include minerals, rocks, weathering, erosion, glaciers, earthquakes, volcanoes, and plate techtronics. Open to all students. *First semester.*

SCIN 912 Earth Science: Fossils, Meteorology, Oceanography, Astronomy. Ecology.....5 unit

Meteorology is the science that deals with the composition, structure and changes in the earth's atmosphere. Oceanography is the study of the properties and processes of the world's oceans. Astronomy is a study of the solar system and the universe. Study involving the environment will focus on current issues relating to resource utilization and pollution. Open to all students. *Second semester.*

NOTE: If a student plans to take two semesters of Earth Science, it is recommended that they be completed in sequence.

SCIN 927, 928 Biology.....5, .5 unit

A year-long study of the fundamental principles of plant and animal life including their general structures and functions, life history and ecology. Laboratory periods involving various techniques are included. First semester: molecular and cell biology, and genetics. Second semester: anatomy and physiology, microbiology, and health, plants, vertebrate and invertebrate animals, and ecology. Prerequisite: Sophomore standing or above.

SCIN 931, 932 Chemistry.....5, .5 unit
This year-long course is an introduction to the elements of the periodic table and their principle compounds. Among other topics, this study emphasizes certain fundamental laws, a knowledge of stoichiometry, the mole relationship, and chemical bonding. Prerequisite: Algebra I with a minimum grade of C and completion of the summer study guide.

SCIN 941, 942 Physics.....5, .5 unit
A sequential quarter study of matter and energy and their interactions. Topics include mechanics, heat, light, sound, magnetism, electronics, and nuclear physics. Use of a calculator is required. Prerequisites: Algebra I and Geometry with minimum grades of B. Algebra II recommended. Signature of instructor is required. Preference will be given to juniors and seniors.

Technology Education

TECH 608 Graphic Arts.....5 unit
A beginning level course providing experience in rubber stamp making, screen printing, air brushing, and computer graphics. Open to all students.

TECH 614 Basic Photography.....5 unit
A course designed to provide instruction and experience in black and white photography and darkroom work. Prerequisites: Sophomore class standing or above and permission of the instructor.

TECH 618 Plastics/Metals/Woods Crafting.....5 unit
A course designed to provide opportunity for students to experience craft activities with wood, metal, leather, and plastics. A special feature of this class is that there is no written homework required outside of class. Open to all students.

TECH 633 Go-Karting.....5 unit
A course covering small internal combustion engines: their design, principles of operation, parts and basic troubleshooting; go-karts: design construction and operation; and driving techniques. Student teams will be responsible for repairing, maintaining and driving go-karts. Open to all students.

General Education

GNED 661 Work Experience.....5 unit
A credit procedure promoting active and responsible involvement in employment activities. The experience is intended to acquaint the student with the world of work, positive attitudes and work habits, the value and dignity of labor, interpersonal relationships and the skills that will help meet the practical duties of life. This credit meets the work experience requirement for graduation. Registration for this credit takes place at the conclusion of the work program. The employer must fill out the work experience documentation and evaluation form and submit it to the Director of Admissions and Records to validate the student's experience and verify the credit earned. Credit will then be registered in the computer and is normally granted at .5 unit for a total of 180 paid hours or 90 hours volunteer work.





GNED 668 Kaleidoscope.....0, .3 unit

This course is a unique compilation of the activities encountered during the school year. The presentation is done with the aid of sophisticated audio-visual equipment. The student must have the instructor's permission and be enrolled the second semester to receive credit. Non-solid elective credit. *First and second semesters.*

GNED 669 SOW Safari.....1 unit

A mission experience that requires sincere personal commitment to helping others and participating in public evangelism. The experience includes activities that develop an understanding of and an appreciation for mission service. Four preparatory orientation opportunities are scheduled to plan and prepare for the two week mission trip to a Spanish speaking Inter-American country. The purpose of the trip is to participate in the construction of a church, school, or clinic. The cost is substantial and should be planned carefully. Full information will be made available as plans are being made for each project. Prerequisite: Satisfactory citizenship status, permission of the project director, firm commitment to service, and financial resources to defray the cost of the trip. *Odd years.*

GNED 671-01 Learning Strategies.....1 unit

An individualized course designed to assist the student in developing stronger strategies toward successful learning. This course involves participation with the Academic Advanced Program Team (AAPT) counselor.

GNED 680-01 ESL Status.....0 unit

An enrollment status which is designed to allow time for an international student to learn English. This status focuses primarily on mastery of the English language and allows the student to attend class for up to two semesters without the frustration of earning satisfactory letter grades in a language which he/she does not understand. The grade report and transcript will show "Au" (audit-with no credit) in place of regular letter grades; however, if the student earns a legitimate grade that is satisfactory, he/she may earn the credit for the course. Regular tuition rates apply. *Available for two semesters only.*

GNED 691, 692 Pre-Algebra.....5, .5 unit

A foundation-building course in the fundamentals of arithmetic and algebra. A review of the basic arithmetic functions, fractions, percentages, decimals, positive and negative numbers and simple geometry will form the basis for algebra concepts. Introduction to Algebra will prepare the student for Algebra I. Non-solid credit. Does not count for Math credit for the College Preparatory diploma.

NOTE: To make application for approval to earn academic credit for Work Education, Career Exploration, or Community Service, a student must, in conjunction with a prospective employer, technician, professional, or project director, prepare a written proposal to the Academic Affairs Committee. All arrangements for academic credit

must be made prior to the beginning of the selected experience.

The proposal is to state the time period during which the activity will take place, describe the types of supervised experiences in which the student will engage, and the amount of wages to be paid for Work Study. Signatures of the student, parent, and supervisor are required.

When the project is completed the supervisor must submit a written evaluation of the student's experience, including a statement of the number of hours of actual participation. The Academic Affairs Committee will then determine the amount of credit the student will receive, based on the formula that .1 unit equals 36 hours of experience.



Finances

Tuition 2012-2013

The 2012-13 rate schedule is as follows, but please note that the tuition charges for students who withdraw early or for those who enroll late in the year will have their tuition charges pro-rated for the days they are enrolled:

TUITION	CASH PAYMENT PLAN
Three to 6.1 Units (including General Fee of \$100)	\$ 8,150.00
Above 6.1 Units (excluding private music lessons), per unit	1,358.00
Less than 3 Units, per unit	1,630.00
FEES	
Registration Fee	\$100.00
Late Registration—filed within 2 weeks of the first day of the semester	20.00
Student Lunch (subsidized rate per meal) (reduced or free lunch information available in office)	3.85
International Student Housing, (as negotiated with local host family)	Arranged
Overseas Student Insurance (approximate annual charge—AU)	950.00
Modern Language Credit by Exam (per unit of credit)	100.00
Schedule Change	5.00
Grade Change	5.00
Transcript Fee	10.00
Diploma	100.00
Change in Diploma	25.00
Failure to Follow Required Check-Out Procedure	15.00

TUITION CHARGES AND PAYMENT POLICY

Annual tuition will be charged in ten equal billings. The September statement will include tuition billings one and two, as well as the credit for billing one (paid at Registration in August). Tuition billings three through ten will appear on the statements received October through April. Except for the advance payment of billing one due on Registration Day, monthly debit balances are due by the 25th of the month in which the statement is received.

Miscellaneous charges and applicable discounts will be posted monthly.

*Annual Tuition	Due by Registration	Monthly Billings
\$8,150.00	\$815.00	\$815.00

**Does not include charges for overloads, program changes or other additional expenses.*

School Supplies

Students may purchase used and new textbooks, gym uniforms and gym locker padlocks at the Student Association operated Textbook Services Center (TSC). These may be charged to the student's account during the first week of each semester.

Textbooks that are to be reused are repurchased and credited to the student's account at the end of the school year. Books are usually repurchased at 60% of the last price, or less if in poor condition.

Student Activities and Extra Charges

The school calendar includes activities, trips and tours that are planned as meaningful options in addition to the regular academy program. Because student involvement in these experiences is optional, the cost of each activity is borne by the student participants through function fees paid by check or in cash calculated for each activity. A list of approximate costs is published annually in the Co-curricular Planning Guide. A copy is mailed to students and is to be signed by each student and his/her parent acknowledging the charges. It is expected that each student will join with his/her parents to study and plan according to family objectives. Expenses for activities involving the entire student body are included in the academy operating budget and no additional charges are made. The additional fees referred to in this section are for activities where only a portion of the students participate.

Financial Aid Plan

Andrews Academy is pleased to present a new financial aid plan with the goal of removing finances as the primary impediment to enrollment. The plan has multiple components, including need-based aid and, for the first time, a comprehensive merit-based scholarship program. Andrews Academy values, and wishes to support, all young people and families who desire a high-quality Adventist Christian education. The Academy's Operating Board has adopted this plan as a one-year pilot program. It begins with the intention of continuing it (or something very similar) into future years; however, the plan represents a major financial investment and the feasibility of continuing it into future years depends on the plan's success in helping to increase Andrews Academy's enrollment. There are a small number of students who are excluded from participation in this program. Those &



all other details are available at: http://www.andrews.edu/aa/admissions/paying_for_school/financial_aid.html

Miscellaneous Money Matters

A carrying charge of 1 percent per month is added to all unpaid balances while the student is enrolled. The carrying charge is based on the previous month's balance minus all credits applied to the account during the current month. A carrying charge of 1 percent per month is added to all unpaid balances beginning thirty days after the student discontinues school. There is a \$20.00 fee for each returned check.

Student Employment Payroll Deductions

The Andrews University Student Labor Office offers limited employment to academy students for the purpose of providing financial assistance in fulfilling financial obligations to Andrews Academy. To qualify for possible employment, a student must apply, be accepted, and demonstrate his/her intention to attend the academy.

Attendance at School Functions

Permission to attend classes, sit for examinations, participate in graduation exercises and receive student evaluation reports is based on meeting the above financial requirements.

Transcripts

Transcripts are issued and records released only when accounts are paid in full.

Late Registrants

Students who enroll late but receive full academic credit will be charged full tuition, unless they are transferring from another school.

Change in Charges

In case of unforeseen circumstances, changes in charges and labor plans may be necessary during the year. Actions voted by the university board of trustees or duly authorized administrative officers at any time shall have equal force with or, if necessary, supersede statements published in this bulletin.

Withdrawing Students

Students who withdraw during the school year will be charged according to the number of days they were enrolled.

SPECIAL STUDENTS

A special student is defined as a person who is not working toward a secondary diploma. A student wishing to enroll for less than three units of credit for a school year is eligible for the pro-rated tuition rate published on the

financial information page. This rate applies to students taking no more than two full time classes, plus selected physical education and music classes, not to exceed 2.9 credits for the school year.

COLLEGE ENRICHMENT PROGRAM STUDENTS

The following policy is applied in cases of senior students who are accepted into the College Enrichment Program and are approved to register for lower division undergraduate university courses to supplement their academy load and whose total year-long secondary credit is less than 5 credits.

1. The student is considered an academy student and is charged the regular full-time academy tuition.
2. The academy determines what fraction of a normal load (five units) the student is required (or chooses) to take in the academy.
3. The academy sets aside for its own use that fraction of the tuition which corresponds to the fraction of a normal academy load for which the student is registered. The remaining fraction of the tuition is made available for the student to draw upon to apply toward the cost of the college courses the student is permitted to take.
4. The college is reimbursed in the amount indicated in the tuition section of the Handbook per college credit in which the student enrolls.
5. If the student is permitted to enroll in more college credits than is covered by the remainder of his or her academy tuition, the student will be charged by the college at the rate indicated in the tuition section of the Handbook per credit for each additional credit. A financial accounting is made each semester at the time of college class registration. Additional appropriate charges or credits will appear on the student's next statement, with the balance to be paid by the 25th of the month.
6. The exact amount of credit that the student is authorized to take in the

college during the school year is coordinated by the academy vice principal and Academic Affairs Committee.

FUNDRAISING PROGRAM

Student participation in fund-raising is a significant part of the academy's financial program. Financial support from the Michigan Conference, Andrews University, and local area constituent churches provides assistance for the operation of the academy. Funds for equipment, financial aid scholarships, student activities, and special projects are generated through fund-raising and philanthropic gifts. Each student is expected to participate in fund-raising campaigns, both as part of the school-wide programs and the class- and organization-sponsored programs. The academy respects a family's choice to support these special needs of the school in some other manner.

The annual campaign invites relatives and friends of students as well as alumni and friends of the academy to invest in Andrews Academy through tax-deductible gifts. A variety of other campaigns gives supporters opportunities to invest in specific projects at the academy.

From November through April the academy serves as an agent for delivering and dispensing tree-ripened citrus fruit by personal order. This project supports miscellaneous class and organizational programs and activities.

GIFTS AND BEQUESTS FOR STUDENT AID, SCHOLARSHIPS AND ENDOWED FUNDS

The trustees of Andrews University invite you to join with them in providing an enlarged opportunity for training youth in the traditions of a Christian school. The president and administration welcome the privilege of furnishing basic information regarding suitable memorials, either by gift or bequest. Every year Andrews Academy has an increasingly urgent need for scholarship funds to aid worthy students to continue their education. Unrestricted

gifts are most useful; however, it is possible to memorialize or designate at the pleasure of the donor(s).

Address correspondence relative to gifts to the following:

Development Director
Andrews Academy
Berrien Springs, Michigan
49104-0560

The legal title of the corporation is Andrews University.

Form of bequest: "To Andrews University in Berrien Springs, Michigan, I give and bequeath the sum of _____ dollars, to be applied to the uses and benefits of Andrews Academy."

ENDOWED FUNDS

The urgent need for funds to aid needy students increases every year. Support of Adventist Christian education in this vital way is greatly needed. Parties interested in investing in this important program are invited to contact the following:

The Principal/
Development Director
Andrews Academy
Berrien Springs, Michigan
49104-0560

The Andrews Academy Class of 1961 Endowment Fund was established in 2009 by class members of the Class of 1961. The fund provides funding of special faculty professional growth experiences and/or the purchase of instructional materials that will enhance the educational experience of students at Andrews Academy.

The Andrews Academy Endowed Fund for Worthy and Needy Students was established in 1982 with contributions from alumni, parents, present and former faculty and the student body. Income from the fund provides tuition grants for a few students who, without this assistance, would not be able to attend the academy.

The Arthur E. Axelson Memorial Endowed Fund was established in

August 1989 by Ida C. Axelson in memory of her husband, Arthur E. Axelson. Income from the investment provides assistance to needy students enrolled at Andrews Academy who are selected by academy administration.

The C. Randall Bauer Memorial Endowed Fund was established by Dr. and Mrs. David H. Bauer in association with the alumni of the classes of 1982 and 1983. The endowment was made in memory of Randy, the Bauer's son, an active, involved member of the class of 1982. Income from the investment provides tuition grants for students who, without this assistance, would be unable to attend Andrews Academy.

The Class of 2005 Spiritual Life Endowment Fund was established in May 2005 by the members of the Class of 2005 and parents. The income from this fund is designated August 5, 2008, to advance Andrews Academy spiritual life activities.

The Clementina S. Nicolas Davis Endowed Scholarship Fund was established by William H. and Karen Shea. Income from the investment is to provide scholarship assistance to needy, worthy students enrolled at Andrews Academy and who are of Latin American (Mexican, Central or South American), Spanish or Portuguese descent, to the extent that there are students who qualify for this scholarship.

The Helen Burbank Ipes Endowed Scholarship Fund was established in 1989 by Helen Burbank Ipes in memory of her late husband, Howard D. Burbank, and her parents, Cornell and Mary Greavu. The scholarship fund will benefit needy and worthy students who are attending Ruth Murdoch Elementary School on odd numbered years or Andrews Academy on even numbered years (2008, 2010, etc.) and who are the children of students who come from Third World countries to study at Andrews University.

The Kimberly K. Keller Memorial Endowed Fund was established by friends and family in memory of Kimberly Keller. Kimberly attended Andrews Academy from 1985 to 1987,

was very active in the school co-curricular program and was Student Association Vice President-elect. The income from the investment provides tuition grants to some students who otherwise would not be able to attend Andrews Academy.

The Kenneth W. and Helen M. Kilgore Endowed Scholarship Fund was established on February 28, 2001, by Greg and Kaye Fenner. This scholarship is to be awarded annually to deserving student(s) enrolled at Andrews Academy with a diagnosed learning disability which requires the family to fund supplemental academic support while the student is attending Andrews Academy. If more than one student qualifies for the scholarship funds, the funds shall be divided equally among qualifying students so that each student receives no less than \$250, to the extent that there are students who qualify for this scholarship. In the event no student(s) qualify, funds are to be awarded to teachers to further their educational experience in regard to learning disabilities.

The Charles and Florence Mauro Endowed Scholarship Fund was established by Mrs. Florence Mauro, the mother of former Andrews Academy Principal C. Willard Mauro and the grandmother of alumni Dr. Steven D. Mauro and Dr. Nancy Mauro Gerard. The income from the investment provides tuition grants for students who, without this assistance, would be unable to attend Andrews Academy.

The James R. Nash Andrews Academy Operating Endowment Fund was established in 2003 by friends and family to honor James R. Nash, Vice Principal of Andrews Academy from 1981-2002. The fund provides income for Andrews Academy's Operating Budget and will be awarded annually.

The Douglas R. Newberry Endowment Scholarship Fund was established by Jennifer Newberry Mueller and Bradley Newberry in 2007 in memory of their father who was a faculty member in the Physical Education department at Andrews Academy for over fifteen years. The income from this endowment will be awarded to some worthy and de-

serving student(s) enrolled at Andrews Academy who is/are, in alternating years, talented in physical education and art design, to the extent that there are students who qualify for the scholarship.

The Richard T. Orrison Endowed Scholarship Fund was established by Andrews Academy alumni and friends in recognition of the significant contributions made by Dr. Orrison as principal of Andrews Academy, 1972-1991. It was under his leadership that a new facility was designed and constructed; academic, co-curricular, and spiritual programs were reorganized, bringing the academy to a model school recognition during the 1984-85 and the 1990-91 school years. Income from the investment provides tuition grants to needy and worthy students enrolled at the academy.

The D. Paul Root Endowment was established by his family, including his daughter Rhonda Root, the art teacher at Andrews Academy and Ruth Murdoch Elementary School during the decade of the eighties. The income is to be awarded to student(s) who is/are attending Ruth Murdoch Elementary School on odd numbered years or Andrews Academy on even numbered years (2008, 2010, etc.).

The Smith-Vitrano Memorial Endowment Fund was established in memory of C. Roy Smith, a highly regarded teacher at Andrews Academy for more than thirty years, and his sister Charlene Smith Vitrano, who was associated with Andrews Academy for thirty-eight years in various positions such as business education teacher, registrar, alumni coordinator. The income from this endowment will be awarded to some worthy and deserving student(s) enrolled at Andrews Academy to the extent that there are students who qualify for this scholarship.

The Andrew J. and Julia T. Snyder Endowed Scholarship Fund was established by Andrew and Julia Snyder to be awarded annually to some needy and worthy student(s) enrolled at Andrews Academy who is/are not receiving other Academy Scholarships and who contrib-

ute financially toward their tuition through their own earnings to the extent that there are students who qualify for this scholarship. This is not to preclude those who receive scholarships through a church- or conference-based assistance program such as Project Assist.

The Luke Tkachuck Memorial Endowed Fund was established by Mrs. Lydia Tkachuck and her sons, Kenneth and Richard. The endowment was made in memory of Luke Tkachuck, Mrs. Tkachuck's late husband and the father of Kenneth and Richard. Income from the investment provides tuition grants for students who, without this assistance, would be unable to attend Andrews Academy.

The Thomas A. and Eleanor G. Umek Memorial Endowment Fund was established November 20, 2007, in memory of the special contributions of the Thomas and Eleanor during the decade of the sixties when their children were students at Andrews Academy. The income from this endowment will be awarded to some worthy and deserving student(s) enrolled at Andrews Academy to the extent that there are students who qualify for this scholarship.

The Vitrano Alumni Advancement Endowed Fund was established through gifts from Mrs. Charlene Vitrano, veteran Andrews Academy business education teacher and coordinator of alumni affairs, and her children, alumni Joyce Vitrano Dirnberger, Edwin J. Vitrano and Roger Vitrano. The income from the investment provides assistance for administering the activities of the Andrews Academy Alumni Association.

The Londa Zimmerman-Sweezey Memorial Endowed Fund was established May 24, 1991, by Dr. and Mrs. Bruce Zimmerman, Dr. Devin Zimmerman, Mr. DaRon Zimmerman, and Mr. Edwin Sweezey in memory of Londa Zimmerman-Sweezey, who graduated from Andrews Academy in the class of 1975. Income from this endowment will be awarded to some needy and worthy student(s) enrolled at Andrews Academy.

Student 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

ment 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

ies 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 vehicles



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 develop-

be made before enrollment.

II. CO-CURRICULAR ACTIVITIES

The Academy conducts a wide range 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 activit-

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 or 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, supplies, 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.

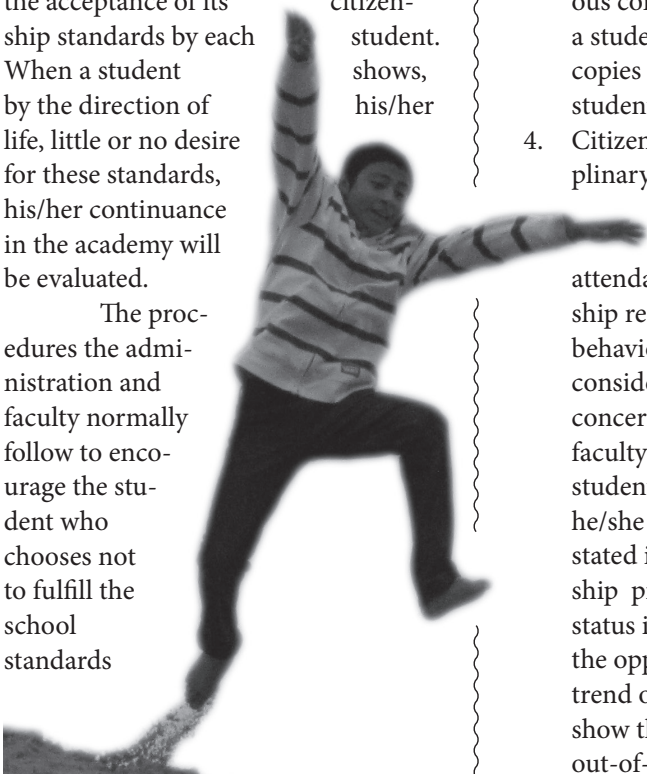
The procedures the administration and faculty normally follow to encourage the student who chooses not to fulfill the school standards

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/guardian 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 Citizenship 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 while they are currently attending Andrews Academy.

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 attendance officer, 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

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 tours, banquets, school-sponsored 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. If a student cannot correct their inappropriate attire while staying on the school grounds, the parents will be called and the situation will need to be corrected immediately.

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.

The Academy has implemented



a Land's End AA Logo top to be mandatory for daily wear while attending classes. Even those who have a limited or smaller class load. Go to this website to set up your own account: <https://www.landsend.com/co/schoolaccount?launchSearch=true> (Use the size chart provided on the website to get the correct size.) You can pick from any of the shirts featured on our website. Anything located elsewhere on Land's End site is not approved AA Logo wear and is not acceptable for purchase as the uniform top. The logoed polo shirts should cover the midriff even when arms are raised above the head. Oxford shirts must be tucked in (not tied, clipped with something or rolled) and all buttons must be buttoned except for the top two. All students must wear an approved Land's

End AA logoed shirt or sweater. The only exceptions to this rule are the logoed polo shirts students obtained at the beginning of the year last year (2011-12) and any "AA Class or SA sweatshirt" purchased through the school for class unity and spirit.

A school supplied AA Lanyard, with your AA ID card attached is to be worn around your neck daily. The lanyard cannot be personalized or altered in any way. To gain access into the school building, you will need your ID card. There is a card reader installed on the outside front door that you will swipe your card on and the door will open. If you need entrance to the building and have forgotten your ID card, you can push the blue button to the right of the door and the front office will buzz you

in. You MUST sign in at the front office if you do not have your ID card with you and have to be buzzed in.

Pants/J Jeans should be clean, neat, well-fitting without being too tight, & have no holes. The pants should sit at the natural waistline & not hang below. Skirts should reach no higher than 2 inches above the knee when the wearer is either standing or sitting. Wearing leggings underneath a skirt does not negate this rule. If you wear leggings under a skirt, the skirt MUST go no higher than 2 inches above the knee while sitting or standing.

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
- * sleeveless, spaghetti strap tank tops, or low cut shirts/blouses
- * sheer fabrics
- * shorts of any length
- * sweat pants, track suits, pajamas, gym uniform, or scrubs
- * flip flops, open-toed sandals, or pajama-type slippers. (School insurance prohibits these styles of shoes)
- * 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 spiritual and cultural heritage of Andrews Academy and the Seventh-day Adventist belief system. This rule applies for any shirt worn under the approved oxford shirt.
- * Accessories should be simple. Jewelry such as earrings, non-medical bracelets or necklaces, and rings are unacceptable.
- * Nail color shall be neutral in color. Clear, or pale sheer type colors are the only colors acceptable. Unnatural hair color and styling is also unacceptable.
- * All hats/head coverings 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 preplanned 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 principal or attendance officer 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 principal or attendance officer. 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.

The established policy of Andrews Academy is that early departure during examinations times for Christmas and summer vacations is not permitted. This is to maintain a strong sense of security for the final examination program. Also, it is very difficult for teachers to make time for individual administering and grading of exams during this compacted time.

In the unavoidable situation when a student must be absent from a scheduled final exam and an exception is approved, the student must get and fill out an Exam Week Early Departure Form.

In rescheduling exams some teachers may be able to administer exams early, while others will need to give their exams upon the student's return with a grade change issued (\$5.00 grade change fee in effect). A \$10.00 non-negotiable rescheduled examination charge is made and credited to the department involved.

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 principal or attendance officer 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. If a student enters class more than 10 minutes late, they will be considered absent and be deducted 3 points.

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 in their locker. 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 to regain all points. If it takes 3 to 5 days to turn in the correction. The points will be returned minus one point. Correction received after five days generally will not be accepted. 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 above zero. A student is also eligible to participate in co-curricular, overnight trips and tours as long as the attendance score is above zero. A student is placed on citizenship probation when the attendance score falls to zero (0). Major off-campus school activities include, but are not limited to, overnight trips and tours (see section on Student Citizenship-Citizenship Probation).

When a student's attendance score falls to zero the student is placed on probation is reinstated and given 5 additional points. 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 principal or attendance officer 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.

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 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 Awards Assembly and 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 re-

quest 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 and ACT 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 attendance officer. 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 regis-

tered 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 attendance officer. 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 \$30 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.

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

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 subcommittee 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 (LIBRARY)

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 ac-

cording to cost of replacement.

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:

Sari Butler & Gina Pellegrini

General:

Richard Wright

Textbook Services Center:

Alan Anderson

Student Publications

The *Expo*:

Richard Wright

Kaleidoscope:

Alan Anderson

The *Silhouette*:

Keila Sanchez

The *Sanjo*:

David Van Denburgh

Intramural & Physical Fitness Program

John Reichert

General Organization

Alumni:

Thomas Baker & Jan Pickett

National Honor Society:

Sari Butler & Byron Graves

Educational Tour:

David Sherman & Rebecca Wright

Advanced Placement Program:

Sari Butler & David VanDenburgh

Classes

Senior (2013)

Hector Flores, David VanDenburgh, & Rebecca Wright

Junior (2014)

Keila Sanchez & David Sherman

Sophomore (2015)

Carrie Chao & John Reichert

Freshmen (2016)

Steve Atkins & Gina Pellegrini

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.

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 performance 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

National Choral 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 Medallion 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 acade-

mic 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 substan-

tive 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 blue and gold cord 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 cord, 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,

acads, 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 pub-

licize 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:

- Executive committee, which shall consist of the officers and faculty advisor(s).
- Social committee.
- Religious Activities committee.
- 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 mem-

bers. (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)



FACULTY OF ANDREWS ACADEMY

Alan Anderson (1970)

Supervising Instructor
Technology Education
BS, Andrews University;
MA, Western Michigan University

Steven Atkins (1992)

Supervising Instructor
Biology & Earth Science
BS, MS, Andrews University

Sari Butler (1998)

Director of Guidance
Supervising Instructor
BA, MA, Andrews University

Carrie Chao (2008)

Instructor
Chemistry & Mathematics
BS, Taiwan
MA, Andrews University
Study - Andrews University

Hector Flores (2011)

Instructor
Orchestra, Strings and Vocal Music
BA, Andrews University
MM, Andrews University

Alvin Glassford (2000)

Instructor
Religion
BA, Newbold College;
MDiv, Andrews University

Robert Overstreet (2011)

Principal
BS, Southern College
MA, University of Tennessee

Byron Graves (2011)

Instructor
Bells and Band
BMus, Andrews University
MMus, Central Michigan

Gina Pellegrini (1998)

Instructor
AAPT & ESL
BA, Union College
MA, Andrews University

John Reichert (1987)

Instructor
Physical Education
BS, Andrews University;
Study - Western Michigan University

Keila Sanchez (2005)

Instructor
Art and Spanish
BA, Andrews University

David Sherman (1999)

Instructor
History
BA, Andrews University
MA, Andrews University;
Study - Western Michigan University

David Van Denburgh

Instructor (2001)
English
BA, Andrews University;
Study - Andrews University

Rebecca Wright (1997)

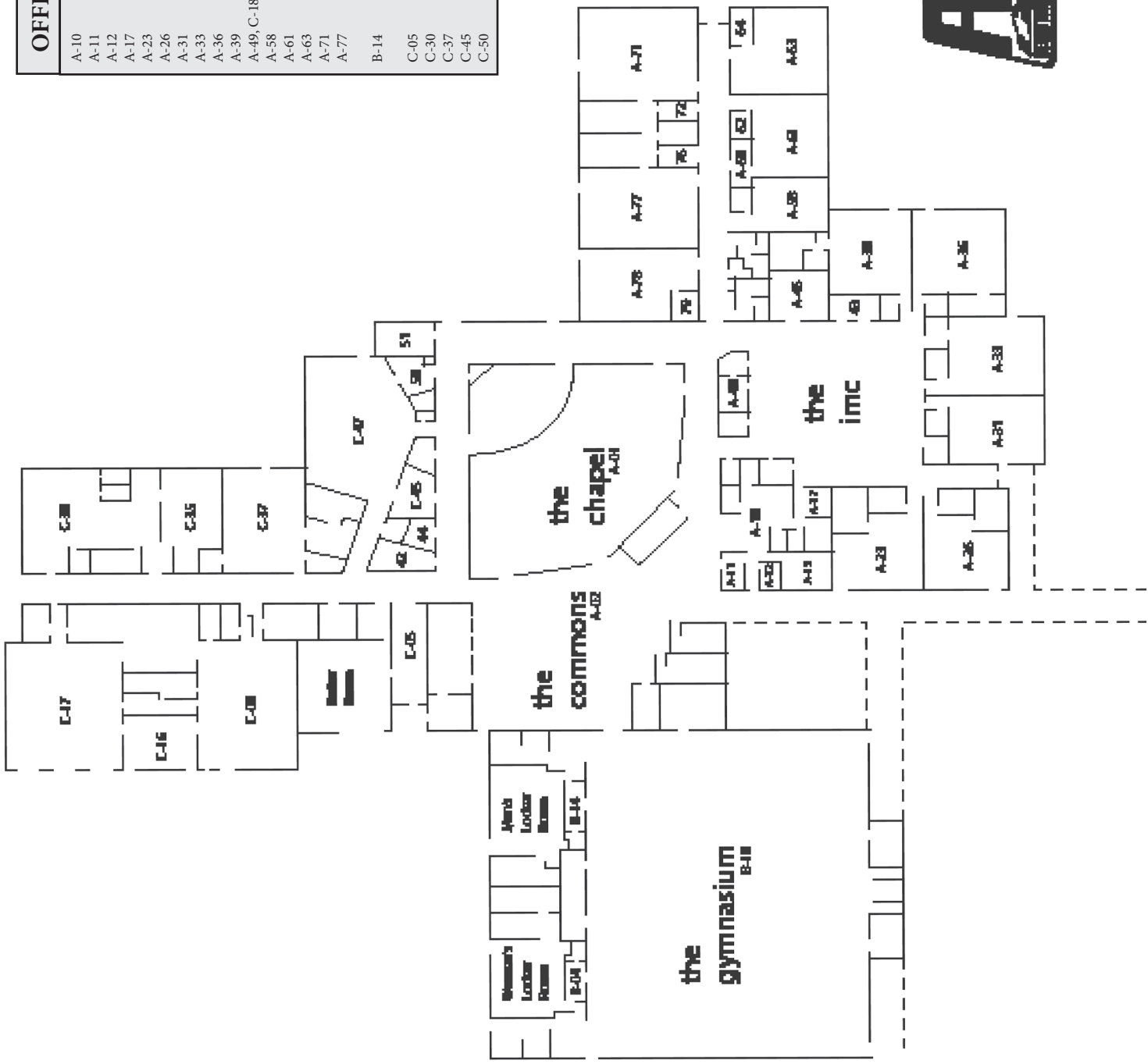
Supervising Instructor
English
BA, MA, Andrews University

Richard Wright (2005)

Instructor
Physics and Mathematics
BS, MA, Andrews University



OFFICES & CLASSROOMS		
A-10	Krista Metzger	A-10 Main Office
A-11	Robert Overstreet	A-13 Committee Room
A-12	Graciela Gaytan	A-17 Guidance Services
A-17	Sari Butler	A-22 Chaplain
A-23	Alvin Glassford	A-23 Religion
A-26	Sari Butler	A-26 Religion
A-31	David Sherman	A-30 Youth Pastor
A-33	Rebecca Wright	A-31 History
A-36	David Van Denburgh	A-33 English
A-39	Gina Pellegrini	A-36 English
A-49, C-18	Alan Anderson	A-39 AAPT
A-58	Thomas Baker	Textbook Service Center
A-61	Richard Wright	A-43 Professional Library
A-63	Keila Sanchez	A-49 IMC Office
A-71	Steven Atkins	A-58 Alumni/Development
A-77	Carrie Chao	A-61 Math/Physics
B-14	John Reichert	A-63 Spanish
C-05	Ray Spoon	A-71 Biology
C-30	April Yonker	A-77 Chemistry/Math
C-37	Sylvie Baumgartner	A-78 Computer/Keyboard
C-45	Hector Flores	B-04 P.E. Office
C-50	Byron Graves	B-14 P.E. Office
		B-19 Gymnasium
		C-05 Custodial/Maintenance
		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-47 Band/Choir Room
		C-51 Storeroom



2012

January

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July

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