

STUDENT HANDBOOK

2017-2018



Andrews Academy
Live...Learn...Love...For Eternity

ANDREWS ACADEMY

8833 Garland Avenue
Berrien Springs, Michigan 49104-0560

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

accredited by:
**Accrediting Association of Seventh-day Adventist
Schools, Colleges, and Universities**

&

**Middle States Association of Colleges and Schools Commissions
on Elementary and Secondary Schools**

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Grade: _____

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Graciela Gaytan	Business Manager/Assistant to Principal
.....	Student Accounts Manager
Esther Penn	Administrative Assistant
Ivonne Segui-Weiss	Registrar
.....	Alumni/Development
Linda Sanford	Guidance Counselor
.....	Building Maintenance

FACULTY

Steven Atkins BS, MA.....	Science
Carrie Chao BS, MA.....	Mathematics/Chemistry
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Mario Ferguson, Yte, MDiv.....	Religion/Technology/Industrial Education
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SUPPORT STAFF

Belle Tan.....	Parents Positively Involved (Home & School Association)
Ben Martin	PMC Youth Pastor
Ryan Atkins	Physical Education/Gymnastics
Christine Rorabeck, MA, MA.....	English as a Second Language
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ANDREWS ACADEMY

Andrews Academy is the secondary division of the University School, owned and operated by Andrews 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.

MISSION STATEMENT

Andrews Academy exists to provide students with Christ-centered Seventh-day Adventist education, as it cultivates in them the desire to nurture a personal relationship with Christ, and achieve God’s purpose in their lives spiritually, physically, academically, aesthetically, and socially.

VISION STATEMENT

Andrews Academy will be a premier Seventh-day Adventist secondary

institution where students think deeply, live fully, serve unselfishly, and honor God completely.

CORE VALUES

To restore in man the image of His maker, Andrews Academy is committed to:

1. Spiritual development through a scriptural compass
2. Academic excellence, prompting contagious intellectual curiosity
3. Relationship building, strengthening a sense of community
4. Leadership through service, as molded by Christ
5. World outreach, developing global awareness & commitment
6. Celebrating diversity within a vibrant multicultural community
7. Promoting a culture of holistic wellness
8. Creating a safe haven both physically and emotionally for all
9. Elevating music to honor God
10. Nurturing innovative, engaging, passionate, and dedicated faculty

MOTTO

Live - Learn - Love

BIBLE VERSE

In all your ways acknowledge Him, and He shall direct your paths. Proverbs 3:6 (NKJV)

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 handiwork 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 & 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.

ANDREWS 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 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. 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 documents 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 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 cataloged 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 partnered with Andrews University 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 positive 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, 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. 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 administration.

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 offenses 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.

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.

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.

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, rough-housing, horseplay, etc., are forbidden.

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 two publications of the Sanjo, and the Silhouette our school yearbook. Each class of freshmen, sophomores, juniors, and seniors also elects officers.

To qualify as an officer of 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.

The North American Division of Seventh-day Adventist NONDISCRIMINATION POLICY STATEMENT for Adventist Schools

The Seventh-day Adventist Church, in all of its church schools, admits students of any race to all the rights, privileges, programs and activities generally accorded or made available to students at its schools, and makes no discrimination on the basis of race, color, ethnic background, country of origin, or gender in the administration of education policies, applications for admission, scholarship or loan programs, and extracurricular programs.

APPLICATION PROCEDURE

To make formal application login to www.andrews.edu/AA and click on Apply Now and fill out the online application form. All information, documents requested and enrollment fee must be paid before the admissions procedure can be completed. Upon acceptance to the Academy, the student will be assigned

an advisor. A \$50 fee will be collected at completion of enrollment.

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, a registration fee of \$250 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 or that 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 completed 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 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 6.3 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.

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 per year, is considered a full time enrollee and is billed the full published annual tuition rate.

A part-time student must apply using

the online 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.
4. Where students have been registered and billed for 2.5 – 2.9 credits and subsequently modify their schedule to less than 2.5 credits, any tuition adjustment will be effective the date of schedule change.

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.

Late Registration

Students who fail to register during the regular registration period are assessed a late registration fee of \$50.

Change in Program

A course may be dropped or added by following the prescribed procedure. This procedure is initiated at the school counselor's or registrar's office by having a personal interview with one of those individuals, obtain approval signatures from the students parents, the student's advisor, and the instructor(s) concerned. A fee of \$5 will be assessed for each program change. A new class cannot be added after two weeks have passed for any semester.

SELECTIVE CURRICULUM

The broad variety of course offerings available at Andrews Academy is arranged through the unique "Selective Curriculum" design of the program. Each school year is organized into two study terms identified as "Semesters." The Summer is the third term and is used for the occasions when specialized summer courses are offered.

Numerous courses are organized, titled, and offered for one semester only, often

structured for alternate year scheduling, thus expanding even further the curricular offerings.

COURSE LOAD

The maximum load for each semester is 3.0/3.3 units of credit with 6.3 units being the maximum load should be appropriately moderated in an effort to foster academic success.

Participation in music and/or publication organizations that offer credit may, with parent and advisor approval, cause an acceptable total course load which exceeds the above limit (without additional charges).

GRADE PLACEMENT

When a student application is processed by the faculty, grade placement is considered as part of that procedure. In order to make normal, consistent progress toward graduation, a student should earn an average of approximately 5.5 credits per year. This will accumulate, over a four year period, the minimum number of credits (22) required for graduation.

To be eligible for ninth grade (freshman) a student must have successfully completed the eight grade and be recommended by his/her teacher or principal.

Grade placement is credit-based. The student must complete the previous grade with the minimum credit totals shown below:

5.5 units-grade 10 (sophomore)

10.5 units-grade 11 (junior)

15.5 units-grade 12 (senior)

To qualify for graduation, the student must complete 22 credits, meeting the specifically stated graduation requirements.

CLASS ATTENDANCE

Regular and punctual attendance is required at all classes. Complete

information on the attendance policy is outlined in the Student Handbook.

MAJOR EXAMINATIONS

A student shall not be expected to complete more than three major examinations on a single day unless unusual circumstances demand such. In the event that the student has this problem, he/she should make contact in advance with the vice principal.

REPEATING COURSES

Courses may not be repeated thus duplicating credit previously earned. Music and physical education courses are exceptions to this policy. Music courses may be repeated on an unrestricted basis. Physical education courses may be repeated during a student's secondary experience so long as the repeat takes place during a subsequent school year. A further exception exists where a student desires to repeat a course in which the first attempt resulted in an unsatisfactory grade. When a course is repeated for this reason the better of the two grades will be included in the cumulative GPA and credit for only one course will be included in the accumulated transcript total.

EVALUATION OF STUDENT PROGRESS

The student evaluation system used at Andrews Academy is based on the principle that students should seek to master the knowledge, concepts, and skills of each discipline to the best of their ability without academically competing with other students in the process. It might be said that the material is graded rather than the student. In each course the instructor prepares for 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%)

In each course, students are urged to work at a level consistent with their abilities. At the conclusion of the course, their work is evaluated on the basis of the requirements for the various levels of performance available in the course. Work is evaluated at the highest level for which all the requirements have been met.

There are two other evaluations that students may receive as follows:

P - Pass

W - Withdrew from course

Andrews Academy does not usually issue a grade of "I" (incomplete). If unforeseen circumstances prevent a student from earning a satisfactory grade in a course, the grade earned will be reported and recorded. However, under such conditions, the teacher, through negotiations with the student, may grant the student an opportunity to complete the course work necessary to qualify for an appropriate grade change, to be recorded on the appropriate form available from the school office with a fee of \$5.00 charged to the student's account. This work must be completed by a deadline established by the teacher. Such deadline is to be no later than the mid-point of the following semester.

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 after parents receive their student's midterm 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 1.5 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 receiving financial aid or scholarship, 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 may require 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. A student on Academic Probation may lose their financial assistance.

When the student's current GPA becomes 1.5 or better, he or she will be removed from academic probation status. The student may also be eligible to reapply

for financial aid.

See the financial section of this publication for financial information about Academic Probation.

TRANSFER OF CREDITS

Andrews Academy accepts transfer credit from accredited secondary schools but only accepts up to two credits during the four-year period of enrollment. 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 6.3 per year transferred from international students and from school systems where student programs generate credit beyond the usual 6.3 credits.

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. Please note that in order to receive an Andrews Academy diploma, 50% of all core classes must be earned at Andrews Academy.

HOME SCHOOL CREDIT

For Andrews Academy to consider acceptance of academic credit, a home school program must involve the student in a series of carefully designed academic experiences constituting a valid curriculum.

When the home-schooling experience is a substantial portion of the program, part time academy enrollment must be carefully coordinated. Home school credits are often earned through an accredited correspondence school and

as such maybe accepted by Andrews Academy and applied to the student's transcript. The normal two credit limitation for students in residence does not apply for home-schoolers. correspondence school and as such may be accepted by Andrews Academy and applied to the student's transcript. When a home-schooling program is designed by a parent/teacher, whether materials used are from a home school support organization or developed by the parent/teacher, the Academic Affairs Committee will only consider a request for credit that includes careful documentation of the learning experience.

In order for a student to receive credit for courses completed through home-schooling, the student and the parents must offer supporting materials as evidence of the scope, sequence, and depth of the work completed. Such evidence will consist of the following items:

1. An index of the topics covered, indicating the sequence in which they were covered.
2. The name of the course and the number of days over which the material was studied.
3. A list of textbooks, periodical articles, and other sources of information used.
4. The name(s) of the teacher(s) or tutor(s) who offered instruction in the course.
5. A paragraph of 200-250 words describing the approach(es) used to deliver the content as well as the methods used to evaluate the quality of the student's work.
6. All work submitted by the student: daily assignments, essays written, all examinations, projects with a written description of the purpose of the project.
7. A grade-book or list of assignments in sequence and the grade or numerical value for each assignment.
8. A sequential list of the time spent

on the course each day, including beginning and ending study times. The purpose of the requirements listed above is to insure that the course work is equivalent in scope, sequence, and depth to courses offered at the academy. Traveling to Washington, D. C. or Gettysburg, for example, is a very nice way to supplement a course in American history; however, it is no substitute for actually studying the causes of the Civil War and their dreadful consequences by reading books and articles on the subject. Such trips, as instructive as they are, simply cannot stand as replacements for entire courses.

Upon receipt of these elements of documentation, the academy's Academic Affairs Committee will give consideration to the application of credit and the specific amount of credit assigned. Subject area testing is required where the supporting materials have insufficient documentation.

There is a standard \$25.00 minimum fee for each course evaluated. The actual application of credit is done after the student has successfully completed a minimum of one full semester (3.0 units) of Andrews Academy enrollment. The Academic Affairs Committee is the authoritative body to apply or not to apply such credit as it determines appropriate. Students with a maximum of 11.0 units of home-schooling credit provided by certified instructors are eligible to participate in groups such as Top Scholars, National Honor Society, College Enrichment, Graduation with Academic Honors (and all other unique programs under the direction of Andrews Academy). Organizational leadership positions are reserved for full time Andrews Academy students.

In instances where future enrollment at Andrews Academy is anticipated, it is recommended that the parent/teacher of a home school program consult with the academy registrar/ vice principal as the home schooling experience is planned.

The actual credit approved by the academy's Academic Affairs Committee is not considered transfer credit from an established school, but is credit voted by the committee based on the home-schooling experiences as verified and documented by the parent/ home school teacher. The limitation of credit applied for home-schooling or any combination that may include correspondence is 6.3 per year.

ONLINE, SUMMER SCHOOL, AND EVENING COURSE CREDIT

The Academy will not accept correspondence, summer school, or evening course credit taken by any student in residence unless the work has been previously approved by the Academic Affairs Committee. A maximum of two units of approved correspondence credit can be applied toward graduation requirements. Correspondence work taken in the senior year must be completed by December 31 or they cannot sign up for any tours. Approved course work must be completed within the year it was requested.

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

RESIDENCE REQUIREMENTS

To graduate from Andrews Academy a student must be enrolled full time of his/her final academic year and complete a minimum of two units of academy coursework the second semester. 50% of all core classes must be completed through Andrews Academy. Exceptions will be handled on a case-by-case basis.

CHOOSING A DIPLOMA

Starting with the class of 2020, Andrews Academy offers students two choices in the type of diploma they wish to earn. The two diploma options are the College Preparatory Diploma and the Standard Diploma (For credit requirements, please refer to the credit work sheet chart on page 44). Parents and students should consult the entrance requirements of the colleges or universities they wish to attend to determine the diploma that fits their goals.

Students follow the diploma requirements in effect under the bulletin for the year in which they can be review on the credit work sheet chart found on pages 44-47.

AUXILIARY PROGRAMS

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. Beginning with the class of 2020, students have a choice between a College Preparatory Diploma and a General Curriculum Diploma. 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 various diplomas AA offers. Planning for a specific program should begin with the fall semester of the freshman year. The charts are located after the Courses of Instruction pages.

THE SAT/ACT TEST

At Andrews Academy students are encouraged to take the Scholastic Aptitude Test (SAT) and/ or American College Testing (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. International students may be required to take the TOEFL examination.

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

ENGLISH CREDIT

All students are required to complete

four units of English* with at least one semester of a composition course and one semester of a literature course. Students may fill the remaining two semesters with credit from any upper level English course. For the College Preparatory Diploma, they need to take at least one semester of college prep writing or two semesters of AP Language and Composition.

**English requirements are different for the General Diploma for students in the Class of 2017-2019 (see Credit Work Sheet on page 44).*

FINE ARTS CREDIT

A minimum of one 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 "Basic". 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.

GRADUATION

To qualify for graduation, a student must have earned 22 credits and satisfy all other graduation requirements including work experience, portfolio, attendance records, citizenship, financial clearance, full-time status, and residency.

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 students to take lower-division college classes to supplement their secondary program. 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 12 credits and have a cumulative as well as current GPA of 3.0 or higher before they apply to the program. Application for the College Enrichment Program must be submitted for approval by the Academic Affairs Committee during the semester prior to college enrollment. All tuition and fees related to the program are the student's responsibility.

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 and the Dual Credit Program adjacent to this statement.

DUAL ENROLLMENT PROGRAM

Andrews Academy is proud to be partnering with Andrews University to offer dual enrollment. This program offers qualified Andrews Academy

student the ability to take approved courses at Andrews University while receiving both high school credit as well as college credit.

Dual Enrollment application criteria is as follows:

- Must be a Junior or Senior and enrolled full time at Andrews Academy with a cum GPA of 3.5 or higher
- A maximum of two classes per semester will be considered.
- Courses must be taken on campus. (no online courses will be approved at this time)
- All fees related to the program are the student's responsibility

Application for dual enrollment must be submitted, each semester, to Andrews Academy for Academic Affairs approval prior to enrolling at the University.

ACADEMIC ADVANCEMENT

It is the desire of the faculty that each student finds success as he/she participates in the Academy school program. Occasionally a student struggles for success because he/she is scholastically immature, lacks study skills or personal motivation, has an insufficient academic foundation, or sees himself/ herself as an individual who is unable to achieve. This type of young person may become overwhelmed with the activities of the pursuit of a secondary diploma.

To meet the needs of these students, the Academy faculty and administration have established the Academic Advancement Program Team (AAPT). Working together with the student and parents, AAPT is dedicated to the student's success. If a student will put forth honest effort, AAPT will help him/her experience academic success.

This service is provided by the Guidance Director and a specially employed learning specialist, who is the AAPT counselor. A student who does not experience a reasonable level of success may contact the Guidance Director, or a

teacher, advisor, or parent may make the initial contact.

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 student 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.

SPECIFIED SOLID UNITS

(Please note the prerequisites for these classes when planning)

Physics—science

Chemistry—science

Pre-Calculus—math

Spanish II—modern languages

Writing classes which count toward

Graduation with Honors

AP Language and Composition

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.

COURSES OF INSTRUCTION

Business

Business Accounting.....5 units
(Not offered 2017-2018)

Career Planning.....5 units
Any realistic career planning must begin with developing a better understanding of oneself. One major course component is to help students develop a strong work ethic and an appreciation of the dignity of service, along with an awareness of career options and opportunities, as they relate to one's personal involvement in the mission of the church. The course will also provide students with instruction in the career planning process directly related to college planning and ultimately the world of work. Topics include a comprehensive skills assessment, identification of work and personal values, career interests, work and learning styles, and personality types related to college majors and academic success.

As the course progresses, students will begin to develop areas of interests related to college majors and future career paths. Each student will complete a project to investigate college majors or occupations that are of interest to them. The student will begin to use the information to evaluate to what extent their career interests realistically match their skills and qualities. Each student as part of their project will develop career/occupational goals and academic plans.

Computer Programming.....5 units
(Not offered 2017-2018)

Personal Finance.....5 units
Personal Finance is a one-semester course designed to help students understand the impact of individual choices on occupational goals and future earnings potential. Using simulations such as Virtual Business Personal Finance students will experience real world scenarios and use strategies covered in the course to help them make sound financial decisions.

Marketing.....5 units
A study of marketing concepts and activities emphasizing wise personal consumer practices, employee effectiveness, and current business strategies. **Second Semester**
(Not offered 2017-2018)

English & Modern Languages

ESL I.....5, .5 units
English as a Second Language (ESL) classes I and II are designed for students who do not speak English as their first language. In this class, the students will be given the opportunity to increase their reading, writing, listening, and speaking skills in English communication. Students are given a placement test when they arrive, and will be expected to achieve sufficient English fluency and an 85% grade average in ESL before being allowed to take regular English classes. This class meets for two class periods five days a week. **Two semesters of this class fulfill the Modern Language requirements for high school graduation. 1 credit each semester. Two hours per day during a student's first semester in Andrews Academy.**

ESL II.....5, .5 units

English as a Second Language II is a continuation of ESL I at a higher level. Students who passed ESL I will finish their Modern Language credits by taking ESL II. Upon successfully completing ESL I and II, an international student will be prepared to take the regular English classes. *Two hours per day during a student's second semester at Andrews Academy.*

***English I.....5, .5 units**

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.*

Beginning English Composition and Literature.....5, .5 units

This course is designed to assist in learning the fundamental elements of literature and writing. It is highly recommended for international ESL students after completion of the ESL Program.

***English II.....5, .5 units**

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. First and second semester.*

Nautical Literature.....5 units

The study of three or four substantive works of literature drawn from experiences on the sea. Emphasis is given to close textual reading, analysis and interpretation, study and evaluation of literary devices and techniques, as well as composition. *Prerequisite: English I and II. Second semester.*

Nautical Literature Arts.....5 units

Provides an innovative, exciting, and unique synthesis of language arts and a practical, hands-on approach to learning as students work in groups to build—from the keel up—an attractive and functional sailing dinghy. Emphasizing teamwork, short- and long-term planning, project management, writing and documentation via an online blog, construction skills and techniques, and—of course—developing an appreciation for great nautical texts, the course has at its core a service component: the students' completed project boats will be auctioned, and the proceeds will be donated to a local charity. *(Can be taken for Applied Arts credit.)*

Children's Literature.....5 units

This course involves “doing” literature. Students read classics of children's literature. They practice reading a work from children's literature interpretively, write a work of children's literature of their own with illustrations, and write at least one analytical report of a classic work of children's literature. *Prerequisite: English I and II. First semester. (Not offered 2017-2018)*

American Classics I.....5 units

Emphasis will be on sections of poetry and narrative literature from Colonial times through the Civil War. Written analysis and oral interpretations are required. Literature credit. *Prerequisite: English I and II.*

American Classics II.....5 units

Literary works chosen for study in this course come from such authors as Mark Twain, Edwin Arlington Robinson, Stephen Crane, Frank Norris, and Willa Cather. The literature read may vary each time the course is offered, but they will be of equal rigor and depth. Written work and oral interpretation also constitute an integral part of the course. Literature credit. *Prerequisite: English I and II.*

Ethnic Literature.....5 units

A study of selected works from African American, Native American, and Chicano authors. Emphasis is also placed on expository writing related to the material studied. Works examined may vary each time the course is offered. The purpose of the course is to introduce the student to topics, themes, and points of view which may differ from those commonly accepted in his/her family and social group. *Prerequisite: English I and II.*

Speech and Composition.....5 units

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. *Prerequisite: English I and II.*

Second semester

Research Composition.....5 units

This course informs the students about proper annotation, note taking, and bibliographic methods for writing a research or term paper, focusing on an appropriately narrowed topic. The subjects of research vary from time to time, but the class usually studies a particular area for research, and the students then select a narrowed topic relating to that area. The course fulfills the requirement for credit in writing and the more rigorous requirement for Graduation with Academic Honors or with the Comprehensive Endorsement. Composition Credit. *Prerequisite: English II with a minimum grade of B or submission of a sample essay approved by the teacher. Second semester.*

Expository Composition.....5 units

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 precise or abstracts on current issues reported in magazine. The course will teach 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 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.**

Literary Composition.....5 units

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. **Prerequisite: English I and II. First semester.**

News Writing.....5 units

A critical study of journalism examining the writing of various types of news articles, correct use of headlines, effective paper layout, appropriate use of language, punctuation, and style-especially as they relate to writing and publishing a school newspaper. News Writing will examine models of the different types of news writing and use these models as the basis for original compositions. **(Not offered 2017-2018)**

Educational Tours.....5 units

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. (England Tour 2017-2018)**

Spanish I.....5, .5 units

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.**

Spanish II.....5, .5 units

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. Prerequisite: 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 authors. Emphasis is also placed on expository writing related to the material studied. Works examined may vary each time the course is offered. The purpose of the course is to introduce the student to topics, themes, and points of view which may differ from those commonly accepted in his/her family and social group. **Prerequisite: English I and II. Second semester, even years.**

NOTE: Art classes will include a lab fee.

Basic Art/Drawing I.....5 units

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. *(Not offered 2017-2018)*

Painting/Printmaking.....5 units

Learning to see and mix colors, learning the differences between various media and their individual characteristics and techniques, and learning various techniques and brush strokes will give the beginning painting student a good foundation for a lifelong hobby or career. From creating simple rubber stamps and embossing projects to Linocuts and MonoPrints, the student will explore good design techniques as well as produce unique and interesting art. *Prerequisite: Basic Art or permission of instructor. First semester. (Not offered 2017-2018)*

Ceramics/Sculpture.....5 units

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.*

Concert Band.....3, .3 units

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).*

Handbell Ensemble.....3, .3 units

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).*

String Orchestra.....2, .2 units

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).*

Chorale.....2, .2 units

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).

Silhouettes.....3, .3 units
A Capella 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)*

Wind Ensemble.....3 units
This group is a smaller band chosen from within the Concert Band. Rehearsals will focus on learning advanced band literature, including many of the classics from the wind band repertory. *Prerequisite: Audition and invitation of the director. First and second semesters (year-long registration required).*

Select Strings/Orion Orchestra.....3 units
This group is a smaller orchestra chosen from within the String Orchestra. Rehearsals will focus on learning advanced orchestral literature, including many of the classics from the orchestral repertory. *Prerequisite: Audition and invitation of the director. First and second semesters (year-long registration required).*

Private Lessons.....no credit
Private lessons are highly recommended for all ensemble members. Lessons are available on any instrument or voice through a variety of university and community instructors, some of whom come to the academy to give lessons. Please speak with one of the music teachers for help in arranging lessons.

Health & Physical Education

Personal Fitness.....3 units
This is a prerequisite course where the students participate in a variety of body developing activities and learn key Physical Education concepts. These concepts are taken from the State of Michigan Standards and Benchmarks and the NAD Physical Education Curriculum. This class will have a variety of units covered and could include: lifetime activities, personal conditioning, racquet activities, and team sports. There will also be opportunities for the students to develop concepts in aquatics and appreciate outdoor pursuits. *9th & 10th graders*

Body Conditioning and Toning.....3 units
This course is designed for the fitness enthusiast or those that are seeking knowledge about fitness. Students will be exposed to various fitness concepts such as: cardiorespiratory endurance, muscular strength and endurance, flexibility and personal fitness. Students will be developing and maintaining a self-improvement plan that includes adaptations for physical change over time and a commitment to lifelong health and fitness. Students will be expected to set goals and keep daily fitness logs to emphasize consistent and effective fitness planning. During the various activities, students explore potential risks associated with each type of training.

Beginning Gymnastics.....3 units
Students will learn the essentials of handstands, forward and backward tumbling, group stunting, and acrobatics. There will be a focus on developing proper body position and awareness, strength, and flexibility in order to develop more advanced

skills. Cooperation, timing, and teamwork are learned along with the physical skills. All levels of experience are welcome, drills are taught in sequence so that everyone has a chance to learn as the group progresses.

Lifetime & Racquet Activities.....3 units

This course is designed for students to develop knowledge and skills related to lifetime activities. The students have the opportunity to participate in activities that promote life-long fitness and wellness through sport and other skills. There is a focus on incorporating good sportsmanship through participation in units like recreational activities personal fitness, racquet activities and ball activities. The students will have an opportunity to analyze the similarities and differences of the activities based on the skills needed, the rules and strategies, and the various equipment needed. This course accepts all varieties of skill levels.

Team Sports.....3 units

In team sports, students apply skills and strategies to game situations with emphasis on teamwork and sportsmanship. This course will concentrate on using the Sport Education theory for each of the Units. While students are in cooperative teams, they learn and analyze potential benefits and risks of participating in team sports currently and in the future. Fitness concepts with a focus on cardiorespiratory endurance and muscular strength will be included in each unit. The course could include the following, but not limited to, these basic units: basketball, football, soccer, softball, team handball, and volleyball. *9th grade second semester.*

Health Education.....3 units

This course is designed to develop a student's knowledge, skills and the disposition necessary to become a healthy individual. In this open discussion class, the students will learn more about how their body functions in their environment and how God created it to be healthy. This includes not only physical health but also emotional, relational, spiritual, mental and sexual health.

Mountain Bike Tour/Backpacking Tour.....3 units

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 through weekly class meetings and day trips. *Prerequisite: Permission of the instructor. A fee is required for travel and expenses, and the necessary equipment to participate will need to be obtained. Those on citizenship probation may not register for this class. Odd years— backpacking, Even years— Mountain Biking.*

Aquatic Activities.....3 units

Aquatic Activities is a semester course where students will progress from elementary to competitive aquatic skills. They will learn various safety skills in the aquatic environment and the mechanics of competitive strokes and skills. The students will learn to refine all their competitive aquatic skills including starts, turns and streamline positions. Students will also increase their cardio-respiratory endurance to develop a foundation for participation in lifetime fitness. *This course will require a \$50 lab fee, goggles and swim caps, towels, a one-piece competition suit for females and swim trunks for males. This class will be offered first semester at 2:25 at the AU pool.*

Lifeguard Training.....3 units

Lifeguard Training is a semester course which provides entry-level participants the knowledge and skills to prevent, recognize, and respond to aquatic emergencies and to provide care for breathing and cardiac emergencies as well as injuries and sudden illnesses, until EMS personnel take over. This course will require a \$50 lab fee and the purchase of a book, goggles and swim caps, towels, a one-piece competition suit for females and swim trunks for males. *If the students passes the course they will receive their Lifeguard certification, CPR and AED certification which will require an additional \$35 for their certificates. This class will be offered second semester at 2:25 at the AU pool and AA classroom. (Not offered 2017-2018)*

History & Social Studies

Current Events.....5 units

Explores current news, trends, and issues that face the United States of America and the world today. Some of the issues that will be discussed include: abortion, affirmative action, euthanasia, flag burning, free speech, genetic engineering and cloning, animal rights, environmental issues, drugs and drug uses, capitol punishment, censorship, civil rights, human rights, immigration, gun control, homelessness, nuclear and WMD proliferation, prayer in schools, racial profiling, terrorism, welfare, and world population problems (and so much more!).

Economics.....5 units

The course Economics provides a broad view of the social science of economics. It includes a range of both macro and micro economic systems with an emphasis on the American Free Enterprise System. From economics in the world of business, money, banking, and finance, students will see how economics is applied both domestically and globally. The course will relate history and politics to the study of economics.

World Civilization I—Ancient and Classical.....5 units

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.*

World Civilization II—Europe 1700-Present.....5 units

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.*

U.S. History 1492-1877.....5 units

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.*

U.S. History 1877 to the Present.....5 units

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

United States Government.....5 units

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. *Prerequisite: Juniors/Seniors only.*

Educational Tours.....5 units

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. (England Tour 2017-2018)*

Home Economics

Home Economics—Basic Skills.....5 units

This course provides an introduction to and practice in basic skills useful for living on your own. It will cover topics such as stocking a kitchen, basic cooking techniques, shopping and budgeting, and preparing meals. Students will be taught basic sewing techniques as well as learning how to purchase and maintain a wardrobe. Other household skills useful for living independently will also be included. *Includes a lab fee.*

Foods and Nutrition.....5 units

This course provides an introduction to the principles of nutrition and food preparation. It will include kitchen basics and use of equipment, consumer skills, kitchen and food safety, the selection of quality foods, the food groups, nutritional requirements, and meal planning. Lab requirements will provide the student with experience in preparing various items from each of the food groups. *Includes a lab fee.*

Specialty Foods.....5 units

This course provides practice in meal planning and preparation. Various aspects such as nutritional balance, food preparation techniques, etiquette, creative presentation, and the wise expenditure of the food budget will be included. A study of worldwide and regional food habits, nutritional practices, and food choices and menus will also be covered. Lab experience will give the student an opportunity to prepare a variety of foods from various regions of the world. *Includes a lab fee.*

Sewing and Design.....5 units

An emphasis will be placed on utilizing various fabrics and textiles in both clothing construction as well as textiles used in the home. Various fabrics will be repurposed such as tee-shirts and ties. Through the construction of various projects, students will learn basic sewing as well as other ways to construct and manipulate textiles. *Prerequisite: includes a lab fee plus one additional pattern and fabric cost. (Not available 2017-2018)*

Mathematics

Algebra 1A and Algebra 1B.....5, .5 units

Algebra 1A and Algebra 1B are courses for those students that would benefit from the concepts and objectives of Algebra I being broken down and stretched out over a longer amount of time. Consequently Algebra 1A, a one-year course, will cover the objectives and concepts traditionally covered in the first semester of algebra one. Algebra 1B, also

a one-year course, will cover the concepts and objectives traditionally covered in the second semester of algebra one. Upon completion of both courses, students will have completed the mathematics requirement of algebra one. Placement in this course is determined by results of the math placement test and progress of students in Algebra I as indicated by midterm and semester grades.

Algebra I.....5, .5 units

A year-long course 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. *Prerequisite: Pre-algebra or passing of Math Placement Test.*

Geometry.....5, .5 units

A year-long 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, areas, volumes, and transformations. *Prerequisite: Algebra I with a minimum grade of C.*

Algebra II.....5, .5 units

This year-long course is an extension of Algebra I with exponential functions and logarithms, trigonometric functions and complex numbers, binomial expansion, matrices and determinants, statistics, and considerable exposure to graphing. *Prerequisite Algebra I and Geometry with minimum grades of C.*

Precalculus.....5, .5 units

A year-long study of advanced mathematics including coordinate geometry, inequalities, functions, trigonometry exponents and logarithms. Graphing, 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.

Bible Marking.....5 units

In this class students will be using a unique Bible marking system to chain link all twenty-eight fundamental beliefs of the Seventh-day Adventist Church. Students will be using several different underlining / highlighting techniques to personalize their Bibles. Worksheets will also be completed covering pertinent aspects of each of the fundamental beliefs.

Christian Authors.....5 units

An introduction to the life and works of Christian authors outside of Adventism. Students will be reading books, completing written assignments and taking two exams.

Encountering Jesus 9.....5 units

The class focuses on the reality of God and His character the first half of the semester and then for the second half it covers Jesus who is God in the flesh.

Encountering Jesus 10.....5 units

Students will explore the gifts of Creation, Sabbath, and Grace while ending with how knowing Jesus informs and forms our identity. *(Not offered 2017-2018)*

Intro to Christianity.....5 units

This course is an introduction to a monotheistic world-view, and the belief that the Holy Bible is an inspired word from God. Only students with a non-Christian background will be able to enroll. The new international version of the Bible will be the required textbook. *(Not offered 2017-2018)*

Evangelism and Leadership.....5 units

The course focuses on training students for ministry. It offers practical experience in speaking, music ministry, event planning, outreach,, and connecting with others following in hopes of inspiring them to walk with Christ.

Evangelism and Drama.....5 units

Students will prepare various skits, plays and drama events while sharing Christ and Bible messages with their community. *(Not offered 2017-2018)*

Evangelism and Worship.....5 units

This course focuses on training you for ministry. This semester course will specifically focus on Worship and the main aspects of worship: Bible study, prayer, music and preaching the message. It offers practical experience in speaking, music ministry, event planning, outreach, bible study and connecting with others in hopes of inspiring you to walk with Christ more closely. This class will strive to equip you with the necessary tools to be able to minister to others, to study the Bible with them, and to reach out to youth and children through music, speaking, and demonstrating the love of Christ.

Life Choices.....5 units

This class focuses on different dimensions of human self-understanding as it relates to a dynamic relationship with Christ. These dimensions include spiritual self-understanding, psychological/emotional/physical self-understanding, decision making, educational, and vocational self-understanding. We seek to discover a philosophy of life that will lead to a true calling, not just a job.

Old Testament Kings.....5 units

Students will explore the lives of the Old Testament Kings as described in Kings, Chronicles, and Samuel. *(Not offered 2017-2018)*

Old Testament Prophets.....5 units

Students will explore the lives and dedication of the Old Testament Prophets as well as look at the Israelite nation during the time of the major and minor prophets. *(Not offered 2017-2018)*

Life Philosophies.....5 units

A survey designed to provide assistance in the development of a biblical philosophy of life, dealing with contemporary moral and ethical issues within the context of biblical principals. *(Not offered 2017-2018)*

- Survey of Western Philosophers.....5 units**
Using the text book, Christianity and Western Thought, students will study at the development of western philosophy and its impact on Christian thought. *(Not offered 2017-2018)*
- World Views.....5 units**
A study of world-views, religious movements, contemporary denominations, cults, and world religions, as viewed from a biblical perspective. *(Not offered 2017-2018)*
- Christian Writers.....5 units**
An introduction to the life and works of Christian authors. Emphasis will be given to books that lend themselves to a devotional study. *(Not offered 2017-2018)*
- Christian Service.....5 units**
A survey of nongovernmental organizations that assist in disaster relief, medical assistance and micro lending around the globe. Students will learn the history and missions of these NGOs and will learn how to get involved and motivate others to join in. *(Not offered 2017-2018)*
- Personal Religion.....5 units**
An in depth study of the development and purpose of the Bible and how God's love and character are demonstrated through creation, redemption, and in human relationships. Considers gospel principles and prophetic counsel in making the personal, everyday decisions leading to a happy, peaceful, successful life in Christ.
- Old Testament History.....5 units**
A study of Israel from the period from Moses through Malachi. Principles applicable to current life will be stressed.
- Advent Movement.....5 units**
A study of the development of the Seventh-day Adventist Church from William Miller to the present. Focuses on Adventism and the second coming; the gospel in final and full proclamation.
- Romans.....5 units**
A study of Christ's substitutionary sacrifice that provides the basis for pardon, reconciliation, and spiritual growth. *(Not offered 2017-2018)*
- Daniel and Revelation.....5 units**
A course which focuses on Christ's redemptive role in contemporary life and in the broader prophetic events of the past, as well as those leading to His second coming. *(Not offered 2017-2018)*
- Hebrews.....5 units**
A study of the Mosaic tabernacle and its services with emphasis on the parallel ministry of Christ in heaven, this course upholds Jesus as the true High Priest who has fully identified with us and secured our salvation by His death on the cross and ministry in the heavenly sanctuary. *(Not offered 2017-2018)*
- Fundamental Beliefs.....5 units**

A study of the basic Bible doctrines of the Seventh-day Adventist church including the doctrines of law and grace, Sabbath and Sunday, death, hell, spiritualism and the second advent. *(Not offered 2017-2018)*

John.....5 units

This course studies the gospel story as recorded by John the apostle. A devotional approach will be used to explore and learn course content. Students will be taught devotional skills used for centuries by Christians who have intensely desired to become like their Savior in heart and mind. For this course the required textbook is “John” of the Crossroad Series. *(Not offered 2017-2018)*

Science

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

Earth Science: Geology.....5 units

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 tectonics. *Open to all students. First semester.*

Earth Science: Fossils, Meteorology, Oceanography, Astronomy, Ecology.....5 units

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.*

Biology.....5 units

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.*

Chemistry.....5 units

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.*

Physical Science.....5, .5 units

This year-long course is an introductory course to physics and chemistry. It covers fundamental concepts such as Motion and Forces, Energy, Waves, Matter, Chemical Reactions, Application of Chemistry. *Prerequisites: Algebra I*

Physics.....5, .5 units

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/Applied Education

Auto Mechanics.....5 units
An introductory course designed to develop a basic understanding of the automobile and to provide experience in routine automotive service and maintenance. (*Not offered 2017-2018*)

Bike Repair.....5 units
Introduction to bicycle maintenance and repair. This course attempts to cover patching and replacing tubes, changing tires, truing wheels, replacing gear and brake cables, replacing and installing new brakes and derailleurs, adjusting derailleurs and brakes, adjusting bearings, repacking bearings, installing lights and racks and fenders, lubricating cables, bicycle safety on the road, traffic regulations as applied to bikes, bike routes.

Construction.....5 units
A beginning level course providing experience and instruction in bench and machine work, carving, turning, veneering, and laminating.

Fundamental of Suspension and Brakes.....5 units
Course covers the theory, design, operation, troubleshooting and repair of brakes, steering and suspension systems of most automobiles. Lecture, demonstration and practical lab experience also emphasize proper and safe use of tools and equipment.

Home Skills.....5 units
Students enrolled in this course will learn fundamental skills associated with interior/exterior general maintenance as it relates to Automobile, Home repairs, and Life skills.

Introduction to Computer Science Using Java.....5 units
Introduction to Computer Science I (Using Java) is designed for students with no programming experience and use Java fundamentals like variables and algorithms to develop their critical thinking skills and creativity by making art, games, or other apps. This course covers fundamentals of Programming in Java, it is designed to introduce and learn the concepts of computer programming and the use of its languages. The objective is to get oriented in Programming, a technique that enables students to use certain code written and be able to develop the skills to the test by solving real-world problems.

Introduction to Industrial Arts.....5 units
Introduction to Industrial arts, provides specialized intro skills related to a variety of occupations. Emphasis is placed on employability, academic and occupational skills enabling student transition to the work place or postsecondary education. Industrial education programs are organized around three distinct program clusters: Construction, Manufacturing, and Transportation.

Videography.....5 units
An introduction to video production. This class offers students an opportunity to be creative by learning and developing skills and technique of video production and

post-production. Students will work on a certain project (individually or in groups)-producing, directing, shooting and editing and be attending workshops or seminars to enhance their skills. The objective of this class is highly student centered, project-based, hands-on, and results driven.

Welding.....5 units

This course teaches principles of arc, mig and oxy-acetylene welding, flame cutting, and brazing with emphasis on mastering basic welding techniques. Students will transfer theoretical principles to safe practical applications. *(Not offered 2017-2018)*

Woodworking.....5 units

A beginning level course providing experience and instruction in bench and machine work, carving, turning, veneering, and laminating. *(Not offered 2017-2018)*

Auto Body/Auto Collision Repair.....5 units

This is an introductory course that teaches basic principle of collision repair and related content. In this class students will learn these basic principles: *(Not offered 2017-2018)*

Practice safe work habits

Summarize the basic steps needed to repair a vehicle damaged in an accident

Explain the major work areas of a typical collision repair facility

Summarize the work flow through a typical body shop

Understand fundamental terms used in the collision repair industry

Basic collision repair and refinishing

Understanding the insurance process

Nautical Arts.....5 units

Nautical Literature Arts provides an innovative, exciting, and unique synthesis of language arts and a practical, hands-on approach to learning as students work in groups to build—from the keel up—an attractive and functional sailing dinghy. Emphasizing teamwork, short- and long-term planning, project management, writing and documentation via an online blog, constructions skills and techniques, and – of course – developing an appreciation for great nautical texts, the course has at its core a service component: the students’ completed project boats will be auctioned, and the proceeds will be donated to a local charity.

Go-Karts.....5 units

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. *(Not offered 2017-2018)*

Graphic Arts.....5 units

A transition from design theory to design application as it relates to visual communication. A series of projects develops basic skills and familiarity with design process and the graphic design profession. *(Not offered 2017-2018)*

Photo Media.....5 units

Photo Media introduces students to the fundamentals of film photography and exposes them to fun, creative, and technical world of picture taking. The course is project-based and focuses on the proper use and handling of the camera, creative photographic

techniques, and the production of high quality black and white prints. Students will develop darkroom skills as they process and print their own images. Lab fee required. *(Not offered 2017-2018)*

Architecture.....5 units
Survey course covering a broad range of issues in architecture and related fields. Topics include sketching, design, building materials and constructions, history, architectural media, the role of the architect and career options. Projects will involve a range of scales and offer practical architectural experiences in drawing (drafting and sketching), model building, research and presentation. Light homework will be assigned. Some field trips may be required. *(Not offered 2017-2018)*

Yearbook.....5 units for each semester
The course deals with the production of the school yearbook, The Silhouette. Students will learn about basic digital photography and will also develop their talents in layout, copy, design, advertising, and photography. Permission of the instructor and sophomore standing or above are required. *First and second semester.*

General Education

Work Experience.....5 units
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 Registrar 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.

Learning Strategies.....1 units
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.

Pre-Algebra.....5, .5 units
A foundation-building course in the fundamentals of arithmetic functions, fractions, percentages, decimals, positive and negative numbers, and simple geometry will form the basis for algebra concepts, Pre-Algebra will prepare the student for Algebra I. Non-solid credit. Does not count as math credit for the College Preparatory diploma.

STANDARD DIPLOMA/ COLLEGE PREPARATORY DIPLOMA

ANDREWS ACADEMY

Class of 2018 - 2019 Credit Work Sheet Standard Diploma / College Preparatory Diploma

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>(College Prep must include a CPW composition class)</i>	1.0 1.0 0.5 0.5 1.0		
MODERN LANGUAGE	Two units (2.0) required for College Prep	(2.0)		
SOCIAL STUDIES	U.S. History–junior year U.S. Government–seniors/juniors only <i>(2.5 total for College Prep-3.0 units is recommended and may be required in some colleges/programs)</i>	1.0 0.5 (2.5)		
MATHEMATICS	Algebra I or equivalent <i>(3.0 for College Prep - a 4th math is recommended and may be required in some colleges/programs)</i>	2.0 (3.0)		
SCIENCE	Biology I or equivalent <i>(3.0 for College Prep - a 4th science is recommended and may be required in some colleges/programs)</i>	2.0 (3.0)		
Total Solids	Standard Diploma Requirements	11.0		
College Preparatory Diploma	<i>Solid Credits as follows: English 4.0 (must include a CPW composition class; modern language 2.0; social studies 2.5; mathematics, 3.0; science, 3.0)</i>	14.5		
PRACTICAL 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 23 units (24 for College Preparatory)			
Total General Education				
Grand Total	Solid units plus General Education units Minimum of 23 units for Standard Diploma <i>(24.0 for College Preparatory Diploma)</i>	23 (24.0)		

GENERAL CURRICULUM DIPLOMA

ANDREWS ACADEMY Class of 2018 - 2019 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		
PRACTICAL 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 22 units			
Total General Education				
Grand Total	Solid units plus General Education units Minimum of 22 units	22		

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.*

COLLEGE PREPARATORY DIPLOMA

ANDREWS ACADEMY Class of 2020-2021 Credit Work Sheet College Preparatory Diploma

Departments	Required Courses	Credit Required	Credit Earned	Still Needed
ENGLISH	English I (9th) English II (10th) 1 semester composition (CPW) 1 semester literature English electives	1.0 1.0 0.5 0.5 1.0		
MODERN LANGUAGE	Two units (2.0) of same Modern Language	2.0		
SOCIAL STUDIES	U.S. History–junior year U.S. Government–seniors/juniors only Social Studies electives	1.0 0.5 1.5		
MATHEMATICS	Algebra I or equivalent <i>(a 4th math is recommended and may be required in some colleges/programs)</i>	3.0		
SCIENCE	Biology I or equivalent <i>(a 4th science is recommended and may be required in some colleges/programs)</i>	3.0		
Total Solids	<i>Solid Credits as follows: English 4.0 (must include a CPW composition class); modern language 2.0; social studies 3.0; mathematics, 3.0; science, 3.0</i>	15.0		
PRACTICAL 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 full year of music course; more is recommended.	0.2		
PHYSICAL EDUCATION AND HEALTH	Physical Education– 0.9 units (one every year that Health is not taken) plus Health –0.5 units	0.9 0.5		
RELIGION	One unit for each year in attendance at an SDA secondary school. <i>(Must take one every semester in attendance)</i>	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 24 units			
Total General Education				
Grand Total	Solid units plus General Education units Minimum of 24 units for College Preparatory Diploma	24		

GENERAL CURRICULUM DIPLOMA

ANDREWS ACADEMY Class of 2020-2021 Credit Work Sheet General Curriculum Diploma*

Departments	Required Courses	Credit Required	Credit Earned	Still Needed
ENGLISH	English I (9th) English II (10th) 1 semester composition 1 semester literature English electives	1.0 1.0 0.5 0.5 1.0		
MATHEMATICS	Algebra I or equivalent	1.0		
MODERN LANGUAGE	None required - but highly recommended			
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 Solids Requirement	7.5		
PRACTICAL 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.	0.2		
PHYSICAL EDUCATION AND HEALTH	Physical Education– 0.9 units (one every year that Health is not taken) plus Health –0.5 units	0.9 0.5		
RELIGION	One unit for each year in attendance at an SDA secondary school. (Must take one every semester in attendance)	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 22 units			
Total General Education				
Grand Total	Solid units plus General Education units Minimum of 22 units		22	

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.*

SCHEDULE OF FEES/CHARGES 2017-2018

The 2017-18 rate schedule is as follows, but please note 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 6.3 Units (Ten monthly payments (Aug.-May) \$895.00)	\$8,950.00
Above 6.3 Units, per unit	\$1,490.00
Less than 3 Units, per unit	\$1,790.00
College Enrichment/Dual Enrollment, per credit	\$125.00
Carrying Charges (See description under Misc. Money Matters in Sourcebook)	1% - unpaid bal.
Lab Fees, per lab (Art, Home Economics, Photography, Technology)	\$100.00
Lab Fees (Swimming)	\$25.00
Late Registration (Assessed within 2 weeks of the first day of semester for new students)	\$50.00
Registration (Enrollment)	\$50.00

GENERAL *Cost Varies

Credit by Exam (per unit of credit)	\$100.00
Early Departure Exam Fee	\$20.00
Failure to Follow Required Check-Out Procedure	\$25.00
Grade Change	\$5.00
Home School Course Evaluation, per course	\$25.00
Locker Damage	\$25.00
Lunch	\$4.50/\$90.00 per month
PE Uniforms (Range from \$25-\$50)*	\$50.00
Replacement ID Cards	\$35.00
Returned Check	\$25.00
Schedule Change (After Deadline)	\$5.00
Textbooks (Range from \$300-\$650)*	\$650.00
Transcript Fee (\$5-\$10 depending on data required)*	\$10.00
Vehicle Registration	\$10.00

INTERNATIONAL *Prices are subject to change

International Student Deposit	\$2,000.00
International Student Housing (negotiated with host family)	Arranged
International Student Insurance (approximate AU charge)	\$1,575.00
International Student Registration Fee	\$250.00

STUDENT ACTIVITIES AND EXTRA CHARGES

Student Choices	Approximate Time	# of School Days Missed	Approximate Cost
ArtFest	September	1	\$45.00
Lake Union	October	1.5	\$25.00
Leadership Conference	February	-	\$10.00

NHS Dues (Members Only)	February	-	\$10.00
SA Banquet	April	-	-
SA Beach Church	May	-	-
SA Campout (limited to 60 people)	September		\$80.00
SA Children's Christmas Party (gift for needy children)	December	-	\$15.00
SA Christmas Party	December	-	-
SciFest	September	1	\$45.00
Seniors vs School Basketball Games	January	-	-
Shydepoke Alumni Flag Football Game	October	-	\$1.00
Winter Bible Camp (limited to 80 people)	January	1.5	\$120.00

HUMANITIES, FINE & APPLIED ARTS *Cost Varies

<u>Student Choices</u>	<u>Approximate Time</u>	<u># of School Days</u>	<u>Approximate Cost</u>
Concert Band/ Handbell Ensemble Tour	February	2	\$300.00
ESL Field Trip	May	1	\$20.00
Outdoor Education Tour (Biking Tour)	April	6	\$250.00
Education Tour (England)	April	7	\$2,750.00
Music Group Uniform (Ladies - \$75, Men \$115)*	-	-	\$115.00
RingFest (Handbell Ensemble)	October	2.5	\$120.00
Silhouettes/Orion String Long Tour (Chile)	March (Spring Break)	3	\$1,500.00

HUMANITIES, FINE & APPLIED ARTS *Prices are subject to change*

Student Choices	Approximate Time	# of School Days	Approximate Cost
ACT Testing/ACT Plus Writing	Varies	-	\$38.00/\$54.50
Change in Diploma	-	-	\$40.00
Diploma	-	-	\$125.00
Junior/Senior Banquet	October	-	\$30.00
Senior Class Trip	October	4	\$300.00
Senior Planning Retreat	March	1	-

TUITION CHARGES AND PAYMENT POLICY

Annual tuition will be charged in ten equal billings. Tuition billings one through ten will appear on the statements received August through May. Except for the advance payment of billing Tuition #1 due before 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
\$8,950.00	\$895.00	\$895.00

Note: Annual Tuition does not include charges for overloads, co-curricular program changes or other additional expenses. Payment of such charges are due by the 25th of the month in which the statement is received.

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

PAYMENT PLAN

All families are required to sign a financial agreement form to enter into an approved payment arrangement. To continue enrollment, all payment arrangements must remain current. Should a payment plan obligation become 60 or more days past due, student will be asked to withdraw from Andrews Academy. Any exceptions must be approved by the Andrews Academy Finance Committee.

CALENDAR DATES

August 7, 2017	Tuition #1—Payment Due
September 25, 2017	Tuition #2—Payment Due
October 25, 2017	Tuition #3—Payment Due
November 25, 2017	Tuition #4—Payment Due
December 25, 2017	Tuition #5—Payment Due
January 25, 2018	Tuition #6—Payment Due
February 25, 2018	Tuition #7—Payment Due
March 5, 2018	Financial Process towards re-enrollment begins—fall 2018
March 25, 2018	Tuition #8—Payment Due

April 25, 2018	Tuition #9—Payment Due
May 2, 2018	Tuition #10—Graduating Seniors, Payment Due
May 24, 2018	Financial Aid Applications 2018-2019 due (with reqd. documents)
May 25, 2018	Tuition #10—General population, Payment Due

TOUR DISCLAIMER

Students accounts/payment plans must be current to participate in tours. Where accounts are 60 or more days past due, any payments submitted towards a tour will be re-directed to student's account.

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.

FAMILY DISCOUNT

This discount is available to full-time students only. A discount on tuition only is allowed for 5% when two members of the same family are enrolled at Andrews Academy and/or an approved local SDA school(s). A discount on tuition only is allowed for 10% when three or more members of the same family, are enrolled at Andrews Academy and/or an approved local SDA school(s).

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 participation 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 in the registration packet 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.

Students accounts/payment plans must be current to participate in tours. Where accounts are 60 or more days past due, any payments submitted towards a tour will be re-directed to student's account.

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 \$25.00 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 prorated 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 course.

FUNDRAISING PROGRAM

Student participation in fundraising 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 fundraising and philanthropic gifts. Each student is expected to participate in fundraising campaigns, both as part of the schoolwide 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.

FINANCIAL AID SCHOLARSHIP

The Academy recognizes that many families find it difficult to afford the annual Andrews Academy tuition; financial aid has been made available

through generous donations for all families in need of financial assistance. See Student Accounts Manager for qualification requirements, and to apply. ***Any student found to have engaged in academic dishonesty will forfeit their aid from the time of the infraction to the remainder of the school year. Each student must maintain regular citizenship status to continue receiving the financial aid scholarship.***

PROJECT ASSIST

Project Assist is a program whereby a local church, the Michigan Conference, and the Academy each match a \$825 contribution toward a student's account. Where financial aid is provided based on need by Andrews Academy, a matching contribution by the Academy will not be given. See Student Account Manager for additional information.

SUMMER MINISTRIES MATCHING POLICY

Students who work with an Adventist Summer Camp, or Michigan Conference Literature Canvassing Program may be eligible to receive a match of up to 25% of the full uncashed check they turn in to Andrews Academy only at the beginning of the school year.

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 deserving 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 contribute 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.

Rorabeck Family Endowment Scholarship was established with Richard Rorabeck in memory of Bernita Rorabeck, an AA Alumna, and to honor the couples' musically gifted children who are also graduates of Andrews Academy. The Rorabeck Scholarship guidelines require that it be awarded annually to an American or International student who meets the following criteria:

1. Is enrolled full time at Andrews Academy.
2. Participates at Andrews Academy in at least two different music group genres.
3. Has demonstrated a financial need.

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 guides the planning of each class, each program, each activity. This publication describes the nature of the school and declares its principles and aims. Before seeking enrollment at Andrews Academy, students should carefully study these principles and aims to determine if they are in accord with the purposes of their own lives and then decide if they desire to entrust their intellectual, cultural, physical, and moral development to the school.

The student who desires the image of Jesus Christ to be restored in his/her life is encouraged to apply. Students ought not to apply who know their style of life to be at variance with this great objective and the other aims and principles of the school and who do not desire to choose them as guides for their lives. This choice should be made before enrollment.

II. CO-CURRICULAR ACTIVITIES

The Academy conducts a wide range social, recreational, and spiritual co-curricular programs which are designed to provide opportunities for harmonious growth and development. Each student is encouraged to be involved in a broad scope of these activities to supplement the academic aspect of academy life. The strength of these programs depends on each student investing his/her talents. An activity calendar is produced annually. Additional activities are scheduled during the school year.

Written parental consent and

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

The participation of an academy student in University programs, organizations, or groups is subject to the approval of the Student Affairs committee. Approval is based on the student's citizenship, academic records and the effect the participation may have on his or her academy program in general. When the academy and the University provide organizations of a similar nature, membership in the academy organization is required before permission is granted for membership in the University organization. Forms on which to request approval for participation are available in the academy office.

Andrews Academy Student Association

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

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

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

The constitution of the Student

Association is located in the back of this publication.

CLASS ORGANIZATION

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

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

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

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

Payment of class dues is part of the annual tuition charge and amounts to \$25.00 per student per year. Each class is to develop an operating budget based on a small portion of their treasury proceeds for their freshman and sophomore years, with somewhat more

substantial expenditures for their junior year, reserving as much as possible for the heavier expenses of their graduating year. Class sponsors and officers are charged to carefully manage their class's resources.

CLUBS

All groups or organizations desiring to use the school name, 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.

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, which are no more than 15 days.

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 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 may be 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 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, 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 a written response related to the infraction may be required 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.

CITIZENSHIP REFERRAL PROCEDURE

1st & 2nd Referral - Citizenship referral given to student, advisor, parent/guardian.

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

4th Referral* - Notice of 60-school days Citizenship Probation (CP) issued.

5th Referral - Citizenship referral given to student, advisor, parent/guardian.

6th Referral - Citizenship referral given to student, advisor, parent/guardian, plus Letter of Serious Concern.

7th Referral - Student status to be Critical Citizenship Probation (CCP) additional 60-school days added to review date of CP (totaling 120 school days).

8th Referral - 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.

*Top level infractions, such as but not limited to academic dishonesty, fighting, insubordination, go directly to the level of the 4th referral or higher may result in suspension or dismissal. Dress code violations require immediate compliance. This may require 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.

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. It is against school policy to leave the campus during the school day for any reason without specific permission from the principal or office personnel, 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).

CLASS SCHEDULE ADJUSTMENT REQUESTS (CSA)

A CSA is available for students who have a studyhall at the beginning or ending of the school day, or will be working during a studyhall during the school day. This allows the student to stay home or go home (or to work) early if they have a study hall the beginning or ending of the day. The CSA request form must be filled out and signed by each individual indicated on the form before the student stops attending their studyhall.

ELECTRONIC DEVICES

If they are seen, used, or heard during school or chapel, with the exception of the Library, Commons, and hallways, they will be confiscated and a Citizenship Irregularity Notice will be issued at the time the device is returned to the student. Students are not allowed to use headphones at Andrews Academy for connectivity with other people or entertainment. 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. If such devices are abused 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, ROLLAR BLADES, AND HOVERBOARDS

Rollerblades, roller skates, and hoverboards 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's guidelines for school attire are applicable at every school function 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 formfitting nor excessively baggy, ensuring that shoulders and midriff are completely covered at all times.

The Academy has implemented a Land's End AA logo shirt to be mandatory for daily wear while in the school during school hours. Even those who have a limited or smaller class load will be expected to wear the uniform top.

- Go to www.landsend.com.
- Click on the uniforms tab.
- Click on Find My School.

(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 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. All students must wear an approved Land's End AA logoed shirt. The only exceptions to this rule are the logoed polo shirt obtained at the 2011-2012 school year.

Students are expected to wear the logoed polo shirt short or long sleeve or button down shirt only. They are welcome to accessorize it with other logoed items such as sweaters, jackets, vests, cardigans, etc. during the cold months. However, wearing any of these "accessory items" alone does not constitute being in uniform.

Pants/jeans should be clean, neat, well-fitting without being too tight, and have no holes. The pants should sit at the natural waist line and not hang below. Skirts should be no shorter than knee length when the wearer is either standing or sitting. Wearing leggings underneath the skirt does not negate this rule. 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/leggings of any length
- athletic wear, pajamas, gym uniform, or scrubs, "hoodies"
- 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 shirt.
- Accessories should be simple. Jewelry such as earrings, non-medical bracelets or necklaces, and rings are unacceptable.
- 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.
- Tattoos are discouraged. If you already have a tattoo, it must be covered at all times.
- Nail color shall be neutral in color. Clear or pale sheer type colors are the only acceptable colors.
- Sports Day Attire: one piece modest bathing suit. When wearing shorts, their length should not be shorter than the end of the fingertips.
- Beach Day Attire: Open toed sandals and flip-flops are acceptable. Athletic gear permitted. Tank tops (but not those with spaghetti straps) are permitted.

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 "pre-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. Classes cannot be excused so a student can study for another class, work on an assignment, or to work on correspondence classes.

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. Sometimes a classroom teacher may request that you stay in class a little longer to finish a test. If this happens, please bring a note from that teacher to your next class period so the teacher of the next class period can record you as "tardy excused."

A tardiness plan is not provided for devotional services or assembly programs.

ATTENDANCE EVALUATION

Each student begins each semester with an attendance record of zero points. One point is added for each unexcused tardiness, and three points are added for each unexcused absence. Two points are added for each unexcused absence from morning devotional services. If a student enters class more than 10 minutes late, they will be considered absent and will be assigned 3 points.

Attendance grades are assigned based on the following scale:

0 - 2	A
3 - 6	B
7 - 13	C
14 - 20	D
20+	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 on RenWeb. Parents and students are given email notification as well. 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 within two school days to remove those points. If it takes 3 to 5 days to turn in the correction, the points will be removed except for 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 and/or the attendance officer. If the student excusably or unexcusably misses 25 percent of the total periods of the class for the semester, he/she will receive an F for the class.

A student is eligible to hold organizational office or leadership positions when the attendance score is below 21 points. A student is also eligible to participate in co-curricular, overnight trips and tours as long as the attendance score is below 21 points. A student is placed on citizenship probation when the attendance score reaches 21 points. 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 reaches 21 points the student is placed on citizenship probation. After receiving the citizenship probation, the student is not to gain another 5 points (10 points if before midterms). If he or she does, the student will go on critical citizenship probation.

If the student's score again gains 5 points within the semester, 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 added to 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 request of the student or the advisor, a new advisor may be assigned. Group meetings of each advisor and advisees are scheduled approximately once a month and as needed.

SCHOLARSHIPS

Information concerning available college scholarships may be obtained by the Vice-Principal. 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 registered with the Public Safety Office. The temporary registration sticker must be displayed according to instructions.

BICYCLE REGISTRATION

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

VEHICLE PARKING

All motor vehicles driven by a student for regular or temporary transportation to

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

VEHICLE PRIVILEGES

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

OFF-CAMPUS ACTIVITY TRANSPORTATION

A student participating in off-campus school activities must be transported by school-provided transportation or by his/her parents. Exceptions to this policy are rare and must be carefully arranged between the student's parent and the principal or 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 \$35 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.

EMERGENCY NOTIFICATION/SCHOOL CLOSURE

We use a telephone alert system, One Call Now. This system is in place for emergency notifications and school closures. Another way you can check for school closings is to watch/listen (or go online to) the following TV stations/radio stations for updates:

ABC57
WNDU
WSJM
98.3 the Coast
107 WIRX
103.7 COSY-FM
97.5 WYTZ
1400am WSJM

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 two 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 according to cost of replacement.

9. 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.

10. When "Reserved for You" notices are issued, the requested materials should be called for promptly or the request should be canceled with the librarian.

11. 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.

12. 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.

13. 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.

14. 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.

15. Naturally, gum chewing, eating, and drinking are not appropriate in the IMC.

IX. FACULTY ADVISORS

STUDENT ASSOCIATION:

Alvin Glassford & Jeannie Leiterman

STUDENT PUBLICATIONS:

The Sanjo/Kaleidoscope:
David VanDenburgh

The Silhouette:
Keila Sanchez

GENERAL ORGANIZATION:

Intramural & Physical Fitness Program:
Samantha Mills

Alumni/Development:

National Honor Society:
Rebecca Wright

Educational Tours:
Rebecca Wright

Outdoor Education Tours:

Classes

Senior (2018)
Gina Pellegrini & David VanDenburgh

Junior (2019)
Carrie Chao & Steve Atkins

Sophomore (2020)

Ivonne Segui-Weiss & Richard Wright

Freshmen (2021)

Keila Sanchez & David Sherman

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.

CLEON WHITE SERVANT LEADERSHIP AWARD

Graduating Senior student who, in the opinion of the AA faculty, best exemplifies the characteristics of a servant leader.

This award is given annually during Class Night ceremony.

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 academic standing as shown by their cumulative grade point averages (GPAs).

THE THOMAS A. UMEK MEMORIAL ACUMEN AWARD

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

THE SCIENCE ENRICHMENT AWARD

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

PARENTS POSITIVELY INVOLVED SERVICE AWARD

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

CARING HEART AWARD

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

THE LINCOLN AWARD

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

THE FACULTY AWARD

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

THE ANDREWS ACADEMY LEADERSHIP AWARD

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

THE J. N. ANDREWS AWARD

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

AWARD SYMBOLS AND GRADUATING ACADEMIC REGALIA

Four different symbols of award recognition eligible to be worn as part of the graduation regalia are presented to students: 1) a recognition blue and gold stole 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, cords, academy medallions, plus pins that are presented during the awards portion of the Class Night program. The Student Affairs Committee is the authoritative body responsible for this aspect of the school's program.

XI. CONSTITUTION OF THE STUDENT

ASSOCIATION OF ANDREWS ACADEMY

ARTICLE I. NAME.

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

ARTICLE II. PURPOSES.

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

ARTICLE III. POWER AND AUTHORITY.

Section 1. All powers of the Student Association and of the Student Council are delegated to it by the school administration. The principal has the right to veto any act of the Association or Council or to revoke any of the powers held by them. The Student Council shall transact and be responsible for the current business of the Association. The representatives shall report the actions of the Student Council to their respective classes at least once per semester.

ARTICLE IV. MEMBERSHIP AND ORGANIZATION.

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

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

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

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

ARTICLE V. QUALIFICATIONS FOR OFFICERS AND COUNCIL MEMBERS.

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

Section 2. A student must be a senior or junior during the term of office to be eligible for election as president of the Association. A student must be a senior, junior, or sophomore during the term of office to be eligible for election as any other officer of the association. The student must maintain at least an average scholastic standing.

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

ARTICLE VI. OFFICERS.

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

Section 2. Nomination and election of officers.

a. An election committee of not more than five members, to include both students and faculty, shall be selected by the Council prior to the election.

b. It shall be the duty of the election committee to formulate and

publicize rules for the election, and plan and carry out the campaign and election.

c. Students desiring to campaign for one of the offices must file their names with the chairman of the election committee for approval by the committee.

d. The election shall be held on a regular school day within twelve weeks of the end of the school year.

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

f. A majority of votes cast shall be required for election.

g. A tally of votes cast and announcement of winners shall be made by the election committee.

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

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

ARTICLE VII. DUTIES OF COUNCIL MEMBERS AND OFFICERS.

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

a. Attend all meetings of the Student Council.

b. Attend meetings of committees of which they are members.

c. Give reports on Council actions to their constituencies.

d. Bring to the Council suggestions of the members of their constituencies.

Section 2. Duties of the President shall be to:

a. Preside over meetings of the Student Council and of the Student

Association.

- b. Use correct parliamentary procedure.
- c. Appoint committee members at the direction of the Council.
- d. Act as chairman of the executive committee.

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

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

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

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

Section 5. Duties of the Secretary shall be to:

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

Section 6. Duties of the Treasurer shall be to:

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

Section 7. Duties of the Parliamentarian shall be to:

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

Section 8. Duties of the Public Relations

Secretary shall be to:

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

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

ARTICLE VIII. COMMITTEES.

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

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

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

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

ARTICLE IX. MEETINGS.

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

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

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

ARTICLE X. ADVISORS.

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

Section 2. The term of office of the

advisor(s) is left to the discretion of the principal.

ARTICLE XI. ADOPTION AND AMENDMENT.

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

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

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

ARTICLE XII. PARLIAMENTARY AUTHORITY.

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

AMENDMENTS TO THE CONSTITUTION

AMENDMENT I. INTERPRETATION OF THE CONSTITUTION.

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

Amendment II. Quorum of the Student Council.

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

Section 2. A quorum for special meetings of the Student Council will consist of at least one representative from each of the four classes and at least fifty percent of

the executive committee. These special meetings will be established during a regular meeting. (Approved May, 1986)

Amendment III. Membership of The Student Association.

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

Amendment IV. Appeals Process of the Student Association.

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

Amendment V. Eligibility for an SA Officer/Candidate

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

INTERNATIONAL STUDENT HANDBOOK (ESL)

Andrews Academy gladly welcomes students from other countries to a unique experience of Christ-centered, character-driven education. We have enjoyed and appreciated the perspective international students bring to our campus and consider it a privilege to be a participating school in this global opportunity. This section of the sourcebook outlines information specific to international students.

DISCIPLINE/RULES

International students must always be aware of their responsibility as international ambassadors for their country and make a determined effort to represent their country in a positive manner. International student discipline will be coordinated through the AA International Director, with ultimate responsibility for all disciplinary decisions resting with the school administration.

International students at AA are expected to obey the rules and regulations of the school. In addition, they are expected to abide by the laws of the United States and the state of Michigan.

We care about our students and their safety. For this reason AA has a policy with regard to driving/riding privileges. **International students may not drive a motorized vehicle which requires a license.** This policy follows the guidelines from the United States Department of State policy for international exchange students.

Compared with adult drivers, teenage drivers have a much higher accident rate. Riding as a passenger in a car with a teenage driver poses a higher statistical risk to the passenger than if they were riding with an adult. The likelihood of an accident occurring also increases with each additional teenager in the car. **For this reason, AA requires that the natural parents sign a release form**

if they choose to allow their child to ride in a car with an American teenage driver. AA cannot be held responsible for monitoring this choice, but we will certainly do what we can to encourage cooperation.

Michigan law prohibits use of alcohol by anyone less than 21 years of age, and tobacco is illegal for anyone under age 18. Andrews University forbids any student to abuse any substance either on campus or off campus. Michigan law also prohibits anyone of any age from using illegal drugs. Any infraction of these laws may result in a student being returned to his/her country immediately at the expense of the natural parents.

Except in the case of family emergencies, students should expect to remain in the United States during the entire school year. Exceptions to this may be granted under the following conditions:

All grades are at an acceptable level and all class work is current.

- 1) If student will be missing classes, all work must be turned in prior to leaving.
- 2) Class attendance has been regular and student has been punctual.
- 3) Permission is obtained four to six weeks in advance.

AA views the International program as a two-part program. One half consists of the school and academics and the other half consists of the homestay and culture study. Both halves are equally important. Both halves must be carefully maintained and both halves will be closely monitored by the International Director.

DRESS AND SCHOOL UNIFORM RULES

AA students should dress modestly and appropriately. International students should **be aware of the rules as outlined in the Sourcebook, and be ready to follow them beginning on the first day of school.** Compliance with this policy is

a prerequisite to classroom attendance. Failure to comply with these principles may result in appropriate sanctions.

SCHEDULE, ATTENDANCE, AND GRADES

Students must arrive one week before classes begin to accommodate testing and orientation. They must complete testing prior to creating a class schedule.

International students planning to study at Andrews Academy for only one year should understand that limited English proficiency will necessarily limit the choice of subjects that they will be able to take. Conversely, greater English proficiency widens the student's options.

All incoming international students who speak English as a second or foreign language will take an English proficiency test prior to final placement in classes. The number of ESL classes required will depend on the level of proficiency the student demonstrates. Students will be retested at the end of each semester. Typically a first year student will enroll in **three ESL classes their first and second semester** of high school in the United States. These classes are ESL Language Arts with American Culture, and ESL Introduction to the Bible. Students will then have three or more non-ESL classes they may enroll in, depending on their interests, class availability, grade level, and English proficiency.

Students are expected to maintain a full class load. This means that they will have passing grades in at least six classes. International students must maintain a **minimum score of 70% in each ESL class. In order to pass the levels of ESL, the student must achieve an 85% total score. In addition, they must also maintain a cumulative C average (70%) in all other courses.** The teacher may call a meeting with the student, agent, and host family if grades are lower than 70% at each progress report, or as deemed necessary.

Students who fall below 70% in any ESL

or non-ESL class are required to have an AA-approved tutor. The fee for this service is generally \$35 per hour and is paid directly to the tutor.

Students who are accepted on academic probation are required to have an AA-approved tutor. Minimum time in tutorial per week will be two hours.

This is an academic program. Students are expected to be punctual in class each school day. All absences, other than illness or emergency, are expected to be pre-arranged. In the case of illness or emergency you must bring a letter to AA on the day you return to class from your host family and/or doctor to verify where you were while absent.

CHAPELS AND ASSEMBLIES

Chapel is a very important part of our program at AA. This occurs daily. During this time we will sing Christian songs, and listen to stories from the Bible or with Christian values. **Understanding Christianity is an important part of learning about American culture.**

Various other assembly programs occur throughout the school year. Attendance is required. We ask that you show respect by arriving on time and not talking during the programs. You must sit in your assigned seat.

ENGLISH IMMERSION

Your progress in English will improve only as you use and practice it. For this reason, you will not use your native language during class time. Bilingual dictionaries are permitted.

HOMESTAYS

All international students must live with a host family approved by the school. AA reserves the right to refuse a host family for any reason AA deems to be in the best interest of the student and the overall program at AA.

International students are expected to provide full cooperation with their

host families. They must show respect and abide by all house rules. Students should fully integrate with the host family by voluntarily helping with family chores and spending time with the family. Students should not discuss the private affairs of their host family with others. Students who are disobedient, disrespectful, or cause other disruptive behaviors with the host family, may receive disciplinary action at AA. Repeated failure to cooperate will result in dismissal from AA.

AGENCIES

All International students not living with immediate family (Mother or Father) must have an agency approved by the school. AA reserves the right to refuse an agency for any reason AA deems to be in the best interest of the student and the overall program at AA. International students must obey all rules of the local agent.

CONTRACTS

International students, agents, and host families are expected to understand and sign an agreement to abide by the policies at AA. This contract will be presented either at registration or the orientation prior to the first day of school.

ORIENTATION

New international students will be expected to attend an orientation event which will provide an overview of the program at AA.

Students must arrive one week before classes begin to accommodate testing and orientation. They must complete testing prior to creating a class schedule. One week before registration students will be given their written and oral English placement exam. The student contract will also be signed at this time. Orientation and testing will be held each semester, usually during the week before school begins.

PARENTAL AND STUDENT COMMITMENT

Parents, guardians, and international students will be asked to sign a copy of the International Student Handbook before the international student will be considered completely registered to begin classes at Andrews Academy.

ASSIST PROGRAM HANDBOOK

Andrews Academy, in partnership with Southern Adventist University's ASSIST grant program, has the opportunity to offer unique tuition assistance to our students. Through this service-oriented program, our participating students are paired with elderly adults in our community in a mutually-beneficial way. Students in the ASSIST program provide help to senior citizens by performing common housecleaning tasks and/or yard work. They also have fun with their elderly friends through activities such as visiting, reading, and playing games. The young people build generational bridges, they also benefit from the wisdom and mentorship of the older adults. In the process, their time together helps finance the students' Christian education.

Not only are these students developing skill needed to be successful—commitment, leadership, communication, interpersonal skills, empathy, and collaboration—they are also learning the value of service.

You will find our ASSIST Attendance and Communication Policy as well as the Student/Parent Pledge in this section. If you would like more information or have the name and contact information of a potential senior mentor, please contact Joelle Ashley at joellea@fullylive.com.

JOB INFORMATION

Title: Elder Care Worker and Companion
Description: This is an opportunity to develop a positive relationship with one or more senior citizens by accomplishing house/yard work with and for your senior mentor(s) on a regular and agreed-upon schedule as arranged by your ASSIST Program coordinator. In addition to this, you will engage in companion activities with your senior mentor(s), ideally based on common interests. The following are specific examples:

- Chore activities:

- Bathroom
- Kitchen
- Laundry
- Decorate
- Dust
- Sweep
- Mop
- Organize
- Garden/outdoor work
- Vacuum
- Bake/cook
- Trash management
- Windows
- Companion activities:
 - Computer assistance
 - Games/puzzles
 - Homework assistance
 - Music
 - Pictures
 - Read
 - Stories/talk
 - Walk
 - Hobby Project

Hours: 4-10 per week

Salary: \$10.00 per hour (available through a grant from Southern Adventist University)

- Qualifications:
 - Respectful communication skills; both written, verbal and nonverbal (texts, emails, greeting cards, report paragraphs, eye contact, “Yes, ma’am,” “No, sir,” “Please” and “Thank you”).
 - Strong interpersonal skills; you listen well, ask questions, interpret non-verbal social cues correctly, exhibit interest in and compassion for people—even those who disagree with you, make mistakes, are different from you, critique your work.
 - A detailed work ethic; willingness and ability to perform household tasks thoroughly; systematic, observant of details, in the

corners/cracks, behind and under objects, etc. You self-evaluate and self-correct your work before stating a task is complete. You immediately ask for the next task.

- Flexibility; you are willing to do any task that is asked of you—weeding included. If you feel a task is unsafe, politely ask to do another task until you check with the Program Coordinator and your parents. You are willing to try new foods, learn new ways of doing tasks, switch activities even when you feel inconvenienced.
- Growth in fruits of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.
- Honesty
- Consistency of demeanor and energy level; you are still awake, cheerful and polite after school.
- A reliable and proven attendance record.
- Proficiency in writing a paragraph; you have and use knowledge of grammar, correct capitalization and punctuation, as well as the constructs of a well-written paragraph. This includes a topic sentence, at least three sentences of details and a concluding sentence.
- Transportation

ASSIST EMPLOYEE ATTENDANCE AND COMMUNICATION POLICY

The ASSIST Program Coordinator, the student's employer for the school, facilitates a regular weekly work schedule for ASSIST team members and their senior mentors, the student's immediate supervisor. This schedule consists of between four and 10 hours per week and is created from the stated hours of

availability on this application.

PROMPT ARRIVAL AND EARLY DEPARTURES

You must be at your service location on time. If you know that you are going to be tardy because of an emergency or early because of a class schedule change, contact your senior mentor immediately to inform them or ask them if early arrival fits their schedule. You must then also call or text the Program Coordinator immediately. The same policy applies for emergency early departures. Job termination due to excessive tardies and early departures will be at the discretion of the Program Coordinator.

If the student's senior mentor is absent when the student arrives for their regular visit, the student should wait at least 15 minutes. During that time, the student should call the senior mentor to seek understanding. If the senior mentor cannot be reached and does not arrive within 15 minutes, the student is free to leave after they have called or texted the situation to the Program Coordinator. The student will receive one half hour's compensation for their faithfulness.

***ABSENCE EXAMPLES**

The student is expected to adhere to their schedule unless the following occurs:

1. The student is sick.
2. +One of the student's family members has died or had a major family emergency such as a car accident or emergency hospitalization.
3. Andrews Academy is not in session due to a calendar-recorded vacation, snow day or other school emergency.
4. The student has a pre-arranged appointment/event such as with a doctor, the wedding/graduation/military deployment of a sibling or a +school-required event. The

following are not reasons to be absent: leadership meetings, extra-curricular event preparation/practices or other extra-curricular trips or activities.

5. The student's parent(s)/guardian(s) chooses to suspend work for their student due to academic or other education-related reasons.

ACTIONS TO BE TAKEN IN THE EVENT OF ONE OF THE ABOVE ABSENCES

- a. For 1 or 2 above, the student is responsible for calling or texting their senior mentor(s) AND the Program Coordinator to explain their absence before the time the senior mentor will be expecting them to arrive, if possible. Although not required, it is courteous and recommended that the student arrange with both the senior mentor(s) and the Program Coordinator to make up lost hours, if possible.
- b. For 3 above, the student is responsible for explaining to their senior mentor in detail the dates for the calendar-recorded vacation and generally remind the senior mentor(s) as needed of the final date the student will visit before vacation and the date the student will resume visiting after vacation. In the case of snow days or other school emergencies, students should call their senior mentor(s) the morning of such events to explain their absence. If the student chooses to work during vacation (excluding summer) or on a snow day, they must call or text the Program Coordinator before the vacation visit occurs.
- c. For 4 above, the student is responsible for calling their senior mentor(s) and emailing the Program Coordinator to explain their absence before the appointment/event. Although not required, it is

courteous for the student to arrange with both the senior mentor(s) and the Program Coordinator to make up lost hours, if possible.

- d. For 5 above, a parent or guardian is responsible for emailing the Program Coordinator and the student is responsible for calling their senior mentor(s) to explain the reason and duration of their absence before the suspension. Parents should keep the absence process in mind when considering the duration of an absence of this nature.

Tests missed due to absences need to be made up on days the student is not scheduled to work, unless the Program Coordinator receives a signed note before the make-up test from the teacher saying it is impossible.

Family emergencies as listed above and school-required events are not included in the absence process that follows; however, it is courteous and recommended that the student arrange with both the senior mentor(s) and the Program Coordinator to make up lost hours, if possible.

The following process will be used, per semester, to manage absences, including communication of absences (or lack thereof) that is different than what is specified in this policy. The increments below are roughly 5%, 7% and 10% of the student's total projected visits.

For a schedule of 2 visits per week.

- Upon missing 2 visits or the first incorrect communication, the student must meet with the Program Coordinator and an email will be sent to the parent.
- Upon missing 3 visits or a second incorrect communication, the student must meet with the Program Coordinator, the principal and the parent.
- Upon missing 4 visits or a third incorrect communication, the

student will be terminated.

For a schedule of 3 visits per week

- Upon missing 3 visits or the first incorrect communication, the student must meet with the Program Coordinator and an email will be sent to the parent.
- Upon missing 4 visits or a second incorrect communication, the student must meet with the Program Coordinator, the principal and the parent.
- Upon missing 5 visits or a third incorrect communication, the student will be terminated.

For a schedule of 4 visits per week

- Upon missing 4 visits or the first incorrect communication, the student must meet with the Program Coordinator and an email will be sent to the parent.
- Upon missing 5 visits or a second incorrect communication, the student must meet with the Program Coordinator, the principal and the parent.
- Upon missing 6 visits or a third incorrect communication, the student will be terminated.

For a schedule of 5 visits per week

- Upon missing 5 visits or the first incorrect communication, the student must meet with the Program Coordinator and an email will be sent to the parent.
- Upon missing 6 visits or a second incorrect communication, the student must meet with the Program Coordinator, the principal and the parent.
- Upon missing 7 visits or a third incorrect communication, the student will be terminated.

adhere to the above attendance and communication policy for Andrews Academy's ASSIST Program.

2. I will attend the mandatory orientation meeting scheduled for September 10, 2017.
3. I will submit my Visit Reflection truthfully, accurately and completely. I will submit my VR within 24 hours of each visit, unless I work Fridays. In that case, I will submit my VR by the following Sunday evening. I will use correct paragraph constructs as outlined in the above qualifications.
4. I will show initiative in providing companionship and completing needed chores even if my senior mentor has difficulty giving me direction.
5. I will complete all program evaluation forms and "Getting to know" my senior mentor interviews, complete with the required written paragraph, for each of my senior mentors.
6. I will write periodic greeting and thank you cards provided by my ASSIST Coordinator and submit them to my ASSIST Coordinator to be mailed to each of my senior mentors.
7. Southern Adventist University and Andrews Academy may use my likeness in promotional and training materials (photographs, videos, and written reports).

ASSIST PROGRAM COMMITMENT PLEDGE

1. I have read, understand and will

ANDREWS UNIVERSITY OFFICE OF CAMPUS SAFETY ACADEMY

VEHICLE REGISTRATION PROCESS

1. All vehicles parked on Andrews University property must register their vehicle with the Office of Campus Safety. This must be done in person at the Campus Safety office.
2. To register a vehicle, you need to bring the following to Campus Safety. A valid driver's license, proof of insurance and current state registration.
3. When registering a vehicle two forms of payment are accepted. The office of Campus Safety accepts any credit or debit card or we can charge to a current university account. We are unable to accept cash payments and the total charge is ten dollars.
4. You will be given a green community registration sticker or an orange staff registration permit if your guardian currently is employed by Andrews and is present at the time of registration. This will go on the driver's side lower corner of your windshield and should be visible to the on duty patrol officer. This permit will allow you to park in all blue and green lots on campus. No overnight parking is permitted.
5. The parking permit will expire on August 31 of the following year, when it will need to be renewed.
6. As a complimentary service, Campus Safety is pleased to offer free jumpstarts and vehicle lockouts to our guests and students provided they are on University property.
7. The Andrews University adopted vehicle policy can be found at the following link
 - <https://www.andrews.edu/services/safety/docs/auocs-policy-vehicle-parking-traffic.pdf>
8. If you have further questions, we are available twenty four hours a day seven days a week and can be reached at the following number 269-471-3321