

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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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.

CORE VALUES

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

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 modeled 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 for Eternity

BIBLE VERSE

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

PHILOSOPHY & OBJECTIVES

Andrews Academy 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.

Andrews Academy 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, Andrews Academy, 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 Righteousness.

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 righteousness 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 & RIGHTEOUSNESS

Freedom, love, and creativity not only come from God, but also, properly used, lead back to God. A sense of beauty and righteousness 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 righteousness includes a sense of values. An aspect of the con-

tinuing 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 & 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 & 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 do the following:

- 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 five academic units: College of Arts & Sciences, College of Education & International Services, College of Health & Human Services, College of Professions, and the Seventh-day Adventist Theological Seminary.

The College of Arts & 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)

Andrews University provides various information technology services to its students including email, personal Web space, Internet access, computer labs, wireless networking and network connections in the residence halls and apartments.

At Andrews University, information technology resources must only be used in ways that support the mission of Andrews University. The opportunity to use the resources is a privilege which may be removed if the resources are misused.

ITS is responsible for maintaining these systems and assisting students in utilizing the resources. For assistance, please contact the ITS help desk at

(269) 471-6016 or via email at help-desk@andrews.edu.

REQUIREMENTS TO UTILIZE INFORMATION TECHNOLOGY RESOURCES

Personal devices, such as computers, smartphones, tablets, etc. must have the following in place:

- The operating system must be up-to-date with all critical patches released by the vendor installed.
- Personal computers must have an anti-malware product installed, that is current and up-to-date.

Computers connected to the network must be registered to a person who will be responsible for any activity on or from that computer. A computer found to contain viruses or other software causing damage to any other computer network or system or excessively using resources will be immediately disconnected from the network until the problem is remedied.

USER ACCOUNTS AND PASSWORDS

All students must have an Andrews University account with a username and password.

Passwords for Andrews University accounts must be carefully guarded, changed frequently, treated as a signature and never shared with anyone else including friends or family members. Great care must be taken to avoid providing University usernames and passwords to any websites or servers that are not University systems, or in response to telephone or email requests.

The password chosen for use with the Andrews University account must be

different from passwords used for other websites or organizations. Using the same password presents a significant security risk as there are frequent instances of security breaches where usernames and passwords are stolen.

Compromised user accounts will be disabled immediately. Attempts will be made to notify the individual responsible for the account. To reactivate the account, the password must be changed to a new password.

ANDREWS EMAIL USED FOR OFFICIAL COMMUNICATION

Official Andrews University communication will come to the student's Andrews University email address, and students are responsible for having read the content of these messages. Students may forward their email to another email address but will remain responsible for what was sent to the Andrews University-provided email address.

WIRELESS NETWORKS

Andrews University provides two wireless networks for use on campus. AU-Secure is the preferred method for students to connect and it provides higher Internet bandwidth levels. AU-Guest is intended for guest users and has restrictions on Internet bandwidth.

PROHIBITED ACTIVITIES

Prohibited activities on Andrews University computers and networks, some of which may constitute criminal activity, include but are not limited to the following:

1. Unauthorized access to or use of other users' accounts or data, system software, university data, network

equipment, or other computer systems

2. Disclosing an individual's password to another person or allowing another person access through one's user account (logging in and allowing another person to use your access)

3. Unauthorized decryption of coded information such as passwords

4. Participation in a denial of service attack against any computers or networks

5. Retrieval, storage or transmission of copyrighted materials without the owner's permission (for more information on peer-to-peer file sharing see andrews.edu/services/its/peer-to-peer-file-sharing-policy.html)

6. Intentional introduction of malware or hardware or software used for unapproved collection of information

7. Attempts to evade or bypass system administration policies, such as resource quotas, firewall and web filtering

8. Forgery or attempted forgery of documents or email

9. Excessive use of resources, such as network bandwidth or disk storage

10. Unauthorized and/or unsolicited broadcasting of email

11. Harassment or intimidation of other users, including sexual harassment

12. Accessing, transmitting or storing documents, images or video that fail to meet content standards

13. Installation of servers, routers, switches or wireless access points (unless approved by the CIO) or in any location that disrupt ITS provided services

14. Using University resources for personal gain or to support a personal business

CONTENT STANDARDS

Information transmitted over the network or made available to others (e.g. through Web applications, email, or other methods) shall be representative of a Christian university and must not include: profanity or obscene language; defamation of any individual or group; materials promoting hatred of cultural, ethnic, or religious groups; advocacy of lifestyles contrary to University policy; pornography and other sexually-oriented material. Illegal materials such as child pornography should not be accessed by or stored on any computer while connected with the University, whether personal or University owned.

Andrews University provides content filtering to minimize the exposure to inappropriate material on University computers and networks, however it is not possible to completely prevent it.

PRIVACY AND CONFIDENTIALITY

ITS staff will make reasonable attempts to maintain the confidentiality and security of email and other documents stored on ITS managed and controlled servers. However, Andrews University cannot guarantee the confidentiality or privacy of email messages and other documents stored on ITS managed and controlled servers, and the University makes no promises regarding their security. The following items relate to confidentiality:

1. Andrews University reserves the right to conduct routine maintenance, track problems, and maintain the integrity of its systems. As is the case with all data kept on University-systems, the content of email and other documents may be revealed by such activities.
2. ITS staff do not routinely monitor the

contents of email or other documents. However, such monitoring may be conducted when required to protect the integrity of the systems or to comply with legal obligations. Additionally, automated systems may filter emails, documents and web sites for the purpose of protection from malware and inappropriate content.

3. Andrews University reserves the right to inspect the contents of email and all documents in the course of an investigation into alleged impropriety or as necessary to locate substantive information not readily available by other means.

4. Authorization to investigate the contents of user files must be given by the CIO on the basis of instructions from the University's cabinet level administration.

RESOURCE LIMITS

A number of specific networking protocols which cause security risks, enable illegal activity, allow access to objectionable material or utilize excessive resources are restricted on University networks and computer systems. The current specific limit set on disk storage space for websites is 90 MB per person (subject to change as needed).

RESULTS OF NON-COMPLIANCE WITH THIS POLICY

In the event that a student fails to comply with this policy, restrictions will immediately be placed on their access to information technology resources. Generally, this will occur by restricting or disabling the person's ability to connect to the network by either limiting network access to the quarantine zone or deacti-

vating their username/password. When access has been limited to the quarantine zone, any attempt to access Web resources will be directed to a quarantine zone page. This page contains information regarding why the student's access has been restricted and suggested changes to correct the problem. After making the necessary corrections, a release button may be selected to be released from the quarantine zone. If the problem continues to persist, the student's access will again be limited to the quarantine zone. Up to three attempts in five days are allowed to clear up the problem and be released from the quarantine zone. If these steps do not resolve the access problem or if your username/password has been deactivated, contact the ITS help desk (269-471-6016) to check your account status or for troubleshooting assistance.

In the case of more serious policy violations (such as actions that cause others to lose IT services and/or illegal activities), ITS staff will discuss the problem with the student, assist in correcting the cause of the problem and reinstate the access once the cooperation and understanding of the student is gained (generally as quickly as possible). In cases of reoccurring issues, or lack of cooperation from the student, the deactivation may continue for a longer period of time. In the case of actions that violate policies regarding student behavior, including accessing inappropriate content, the case will be referred to Student Life. Some policy violations may involve legal issues and be required to be transferred to Campus Safety or the appropriate legal agencies such as Berrien Springs-Oronoko Police Department, Michigan State Police or the Federal Bureau of Investigation. These

situations may result in the impounding of computer equipment, fines or imprisonment depending on the issues involved.

APPEAL PROCESS

Appeals related to decisions made regarding this policy or to restrictions placed on a student's access to resources may be made through the appropriate managerial levels in ITS up through the Chief Information Officer.

For information on appeals in matters relating to Student Life issues, refer to the Student Handbook section titled "Right to Appeal/Grievance" on the Andrews University [website](#).

SAFETY TIPS FOR USING INFORMATION TECHNOLOGY RESOURCES

The online environment made possible by the Internet provides many advantages but also brings a number of serious risks. It is essential that each person be aware of these risks to make sure that their online actions do not result in damage or loss.

- Identity theft is a very real risk when doing business online. You are responsible for any use of your Andrews University username and password. Beware of anyone asking for usernames and passwords, social security numbers, credit card or bank account numbers. This includes email messages that appear to be from a bank, the administrator of a computer system or other organizations that do business online. These organizations (including Andrews University) never request you to verify this type of information via an email message. Some messages that

refer to a webpage that looks authentic may be set up to collect your information. Once a person obtains these pieces of information, they can transfer funds out of your bank account, get credit in your name, ruin your credit rating and participate in other unfortunate activities that may cause serious disruption to you and may require several months of effort for you to get resolved. Even in face-to-face or telephone conversations, it is not advisable to share your username and password as the bearer of that information can subsequently “be you” online.

- Be very wary of Internet scams containing offers of employment or asking you to purchase gift cards and send pictures of them with the codes exposed. It is very likely that you would lose any time or money you expend.
- Spyware (software that is installed on your computer automatically as a result of going to a website—often without a person’s knowledge) can run on a computer and collect and send back personal information used for identity theft.
- Web filtering systems are in effect at Andrews to attempt to minimize the exposure to inappropriate material. Specifically, websites that are known to contain pornographic material are blocked. While Andrews strives to prevent contact to this type of material, it is not possible to do this completely. If you observe that University systems allow access to inappropriate material found on the web, please report it by sending email to filteradmin@andrews.edu.
- Viruses transmitted through email attachments are screened via sys-

tems that attempt to remove email attachments that contain viruses. This blocks the vast majority of email-borne viruses, but some virus attachments may get through. It is very important that you not click on an attachment unless the person sending it is known to you, the attachment is mentioned in the body of the message and the combination matches your experience (for example, looking at beach pictures of you and someone with whom you have never been to the beach would be very risky).

- Viruses transmitted directly between computers can occur in spite of filtering at the system firewalls. Keeping operating systems and antivirus software up-to-date are essential to protect your computer. In addition, a personal firewall is recommended.
- Social networking sites such as Instagram or Facebook, while popular for sharing among friends, may also be available to the general public. You should use caution in determining what information you post on any public website as this information can be used by predators, as well as potential employers. In addition, you will be held accountable for content that violates the Code of Student Conduct.

Information Technology Services will continue to work to reduce these risks but will not be able to completely eliminate them. It is the responsibility of each student to be alert and vigilant in their actions in the online environment in order to avoid these hazards.

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. AA's housing policy adheres to and abides within AU's policies.

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

The mission of Andrews Academy's Guidance Department is to foster an environment in which all students are encouraged to become lifelong learners. This department strives to nurture the healthy development of all students, acknowledging their individual and cultural uniqueness. The Guidance office works proactively to develop collaborative relationships with the students, their families, and staff. The focus of this office is to provide: individual guidance and counseling, assessment, recommendations and referrals; and provide educational, college, and career counseling. The Andrews Academy counseling department partners with Andrews University to offer counseling and testing services to all students. 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, Andrews Academy 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 & 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. See also, "Harassment/Bullying" (p. 78).

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 is not tolerated. 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 & 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. This insurance coverage takes effect after the student's primary insurance deductibles and requirements have been met.

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 & 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 Acade-

my. 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 & 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, log into

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 \$75 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.

READMISSION REQUIREMENTS

All returning students must receive a letter of acceptance prior to re-enrollment. Students on probation may be subject to application review prior to re-enrollment.*

*This review process does not guarantee re-admission to Andrews Academy.

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 I20 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 dollars U.S. (\$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 eight years of elementary schooling beyond preschool or kindergarten. A total of 12 years beyond preschool 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 a fulfilling and successful experience.

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 annual 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. 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

ENROLLMENT

Check-In Day is scheduled for the beginning of the first semester. Returning students will have re-enrolled for their classes near the end of second semester of the previous year. New students typically enroll for their classes during the summer. Enrollment is official only after all procedures required by the director of admissions and records have been completed and the fees paid. Late enrollment is possible, but a meeting with the registrar will have to be arranged as soon as possible.

LATE ENROLLMENT

Students who fail to enroll during the regular enrollment period are assessed a late enrollment 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 and includes obtaining approval signatures from the student's 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 the drop/add deadline has 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 eighth 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 as follows:

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 core curriculum 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 front office staff—e.g., principal, registrar, or guidance counselor.

REPEATING COURSES

Courses may not be repeated thus duplicating credit previously earned. Music courses are exceptions to this policy. Music courses may be repeated on an unrestricted basis.

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%), A- (90%)

B+ (87%), B (83%), B- (80%)

C+ (77%), C (73%), C- (70%)

D+ (67%), D (63%), D- (60%)

F (below 60%)

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 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.

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 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.

ALTERNATIVES TO TRADITIONAL CLASS WORK

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

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

TRANSFER OF CREDITS

Andrews Academy accepts transfer credit from accredited secondary schools for full-time students of Andrews Academy, 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, from new domestic students who have already begun their secondary education, 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 homeschooling, 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.

ONLINE, SUMMER SCHOOL, & 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. The following core classes required for graduation will generally not be approved to be taken outside of AA: Algebra I, biology, English I & II, US government, health, and US history.

Correspondence work taken in the senior year must be completed by **December 31**, or they cannot sign up for any tours. Approved coursework must be completed within the year it was requested.

HOMESCHOOL CREDIT

For Andrews Academy to consider acceptance of academic credit, a homeschool program must involve the student in a series of carefully designed academic experiences constituting a valid curriculum. When the homeschooling experience is a substantial portion of the program, part time Academy enrollment must be carefully coordinated. Homeschool credits are often earned through

an accredited correspondence school and as such may be accepted by Andrews Academy and applied to the student's transcript.

The normal two credit limitation for students in residence does not apply for homeschoolers. Correspondence school and as such may be accepted by Andrews Academy and applied to the student's transcript. When a homeschooling program is designed by a parent/teacher, whether materials used are from a homeschool 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 homeschooling, 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 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 homeschooling credit provided by certified instructors are eligi-

ble 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 homeschool program consult with the Academy registrar/vice principal as the homeschooling 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 homeschooling experiences as verified and documented by the parent/homeschool teacher. The limitation of credit applied for homeschooling or any combination that may include correspondence is 6.3 per year. Please note that in order to receive an Andrews Academy diploma, 50% of all core classes must be earned at Andrews Academy.

RESIDENCE REQUIREMENTS

To graduate from Andrews Academy, a student must be enrolled full time during his/her final academic year and complete a minimum of two units of Academy coursework the second semester. Fifty percent of all core classes must be completed through Andrews Academy.

CHOOSING A DIPLOMA

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 General Diploma (for credit require-

ments, please refer to the credit work sheet charts on pages 58 & 59). Parents and students should consult the entrance requirements of the colleges or universities they wish to attend to determine the diploma that best fits their goals. Students follow the diploma requirements specified in their class bulletin.

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 during 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.

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.

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, and 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 of senior students 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, 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.

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.

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.

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.

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. 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. 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.

At the time of registration, parents or guardians should report any learning differences or disabilities, so that appropriate interventions, modifications, or accommodations can be put in place. In most situations, a meeting will be scheduled with the parents, the student, teachers, the learning specialist, and guidance counselor to determine the needs of the student and the support which the Academy and family can provide.

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 Adventist Elementary 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 Adventist Elementary School, or other area Adventist 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 3.5 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

es 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. (See following description.)

SPECIFIED SOLID UNITS

(Please note the prerequisites for these classes when planning.)

Science: Physics, chemistry

Math: Precalculus

Modern Languages: Spanish II

English: Research Composition and an additional CPW course

An honors project in one of these areas will be required and mentored by an appropriate faculty member.

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

Courses of Instruction

Note: Not all courses are offered each year. For a list of current courses, please see the class schedule.

Business

Business Accounting .5 unit

Career Planning .5 unit

Adventure into a comprehensive faith-based journey through personal management, career exploration, and college-readiness skill development in this nine-unit online course preparing teens for life after high school. The course outline is designed to explore all 16 career clusters. We seek to discover a philosophy of life that will lead to a true calling, not just a job.

Computer Programming .5 unit

Introduction to Microsoft Suite .5 unit

Learn the basics of Microsoft Suite programs including Word, Excel, PowerPoint, and Publisher. Microsoft Office programs are very useful and common programs in order to analyze, organize, and represent data. It is sure that students who learn these programs successfully will take advantages of them during their educational period and work life.

Marketing .5 unit

A study of marketing concepts and activities emphasizing wise personal consumer practices, employee effectiveness, and current business strategies. **Second Semester**

Personal Finance .5 unit

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.

English and Modern Languages

American Classics I .5 unit

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

American Classics II

.5 unit

Literary works chosen for study in this course come from such authors as Mark Twain, Edwin Arlington Robinson, Stephen Crane, 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.

American Ethnic Literature

.5 unit

American Ethnic Literature is a course devoted to the study of various literary, cultural, and social issues as examined in the works of American authors of non-European descent. Over the course of the term students will examine a variety of written genres, including but not limited to, works of poetry, fiction, short essay, and autobiography. Students are asked to consider the ways in which these authors frame the concept of the “American Experience” through these genres. **Prerequisite:** English I and II.

Beginning English Composition and Literature

.5 unit/sem.

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.

British Classics I

.5 unit

British Classics I is a course designed to immerse upper division Andrews Academy students in some of the best that has been written and spoken in the English language from the British Medieval to the Early Modern periods. In addition to giving specific attention to specific works from these periods, study will be given to the history and culture of Britain up to the Restoration. Students may also have opportunities for research and writing of their own concerning a variety of topics connected with in-class texts. **Prerequisite:** English I and II.

British Classics II

.5 unit

British Classics II is a course designed to immerse upper division Andrews Academy students in selected works of British literature written from the Early Modern period to the turn of the twentieth century. Students will give attention to the cultural and historical climate in which various literary forms emerged with special attention paid to the genre of Satire.

Children’s Literature

.5 unit

Children’s Literature explores various types of literature geared specifically to children and young adults, and provides students with the opportunity to consider the ways in which a range of issues are specifically handled within that context. Students may also study various theories

on child development, and may apply these concepts by participating in activities such as reading groups for children, or composing a children's book of their own. **Prerequisite: English I and II. First semester.**

Educational Tours

.5 unit

Educational tours are directed study, week-long, travel/study courses conducted by the History/English Departments. These tours are planned to focus on specific historical themes, such as American Heritage; Washington, D.C.; the New England area; Gettysburg; the New York area; Atlanta; the South; and England. 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.**

English I

.5 unit/sem.

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.**

English II

.5 unit/sem.

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 discussion and critical analysis. 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.**

English as a Second Language I

1.0 unit/sem.

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 80% grade average in ESL before being allowed to take regular English classes. This class meets for two class periods five days a week during the fall semester in Andrews Academy. **Two semesters of this class fulfill the Modern Language requirements for high school graduation, one credit each semester.**

English as a Second Language II

1.0 unit/sem.

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 in-

ternational student will be prepared to take the regular English classes.
Two hours per day during the spring semester at Andrews Academy.

Expository Composition **.5 unit**

Expository writing focuses on the media, and requires three essays on the hidden persuaders of magazine or television advertising, a book review, and practice in writing *précis* or abstracts on current issues. 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 develops proficiency in the skills mentioned above determines his/her grade in the course. **Composition credit. Prerequisite: English I and II. Second Semester.**

Literary Composition **.5 unit**

Literary Composition is a course designed to immerse upper division students in the rudiments of the English language within the specific context of written composition. Over the course of the semester, students will read, analyze, and discuss a variety of literary genres with the expressed intention of composing a range of written responses to these works including the summary, *précis*, outline, and analytical essay. Some attention may also be given to the appropriate citation of source materials within an essay. **Prerequisite: English I and II. First semester.**

Literary Interpretation **.5 unit**

A performance course emphasizing speech, teamwork, acting, and play production techniques (including technical aspects), and literary interpretation culminates in the presentation of a full-length play before live audiences. Students interested in this course must audition and obtain approval from the teacher. They must also be prepared to commit extended after-school hours to practice. **Prerequisite: Permission of the instructor.**

Nautical Literature **.5 unit**

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 unit**

This class 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 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.)**

Principles of Writing

.5 unit

This course focuses on learning the fundamental elements of writing for a variety of purposes. Standard English grammar will also be reviewed throughout this course. Students will produce a research paper after practicing and completing a step by step process. This is a class that is highly recommended for international ESL students after completion of the ESL Program.

Research Composition

.5 unit

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.**

Spanish I

.5 unit/sem.

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 in same year.**

Spanish II

.5 unit/sem.

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. 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: Spanish I first**

and second semesters, with a minimum grade of C.

Speech and Composition

.5 unit

Speech and Composition is a course designed to combine the essential elements of both interpersonal communication and 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 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. Attention is also 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**

Fine Arts

Basic Art/Drawing I

.5 unit

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

Ceramics

.5 unit

Concentration on the creation of the “vessel” through handbuilding 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 animals. Second semester annually.

Painting

.5 unit

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 still-life paintings to landscape acrylic/oil paintings, the student will explore good design techniques as well as produce unique and interesting art.

Musical Arts

Note: *Music group members will be required to purchase a music uniform. Some groups go on tours, and students will need to raise funds for their expenses.*

Chorale **.2 unit/sem.**

This course is open to all students. Sight-reading, basic vocal production, and part singing are emphasized in preparing for performances. All performances, tours, and rehearsals are obligatory once the student is accepted into the ensemble. **Prerequisite:** Permission of the instructor. First and second semesters (year-long registration required).

Silhouettes **.3 unit/sem.**

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 the student is accepted into the ensemble. **Prerequisite:** Admission by audition and selection by the instructor. First and second semesters (year-long registration required).

Resound (Handbell Ensemble) **.3 unit/sem.**

This course emphasizes the further development of performance skills and proper ringing technique, along with proper care of the handbells. Good rhythmic ability and music reading is a must. Because of the highly individualistic nature of each position, all students are expected to attend all scheduled rehearsals, concerts, and tours. This ensemble performs regularly outside of school hours. **Prerequisite:** Previous school bell choir experience is desired. Membership is by audition or permission of the instructor. First and second semesters (year-long registration and commitment required).

Symphonic Band **.2 unit/sem.**

This course is designed to promote individual advancement of instrumental technique, further development of ensemble performance skills, and deepening of musicianship and listening skills through performance of intermediate level band music. Group effort and cooperation are essential for the success of the program; therefore, all students are expected to attend scheduled rehearsals and any performance appointments. This ensemble performs regularly outside of school hours. **Prerequisite:** Music reading and performance ability on brass, woodwinds, or percussion instruments (this is not an introductory course). Membership is by audition or permission of the instructor; current and new students must audition annually for placement. First and second semesters (year-long registration and commitment required).

Wind Ensemble

.3 unit/sem.

This course provides an upper-level performance experience for more advanced wind and percussion players. Rehearsals will focus on learning challenging band literature, including classics from the wind band repertoire. Group effort and cooperation are essential for the success of the program; therefore, all students are expected to attend scheduled rehearsals and any performance appointments. This ensemble performs regularly outside of school hours. **Prerequisite: Membership is by audition or invitation of the instructor only. Wind Ensemble members must also be members of Symphonic Band. Enrollment in private lessons is strongly recommended. First and second semesters (year-long registration and commitment required).**

Symphony Orchestra

.2 unit/sem.

This course is designed to promote individual advancement of instrumental technique, further development of ensemble performance skills, and deepening of musicianship and listening skills through performance of full orchestra repertoire (consisting of strings, winds, and percussion instruments). Group effort and cooperation are essential for the success of the program; therefore, all students are expected to attend scheduled rehearsals and any performance appointments. This ensemble performs regularly outside of school hours. **Prerequisite: Music reading and performance ability on a string instrument, (this is not an introductory course). Membership is by audition or permission of the instructor; current and new students must audition annually for placement. Enrollment in private lessons is strongly recommended. First and second semesters (year-long registration and commitment required).**

Orion Strings

.3 unit/sem.

This course provides an upper-level performance experience for more advanced string players. Rehearsals will focus on learning challenging string orchestra literature. Group effort and cooperation are essential for the success of the program; therefore, all students are expected to attend scheduled rehearsals and any performance appointments. This ensemble performs regularly outside of school hours. **Prerequisite: Enrollment in private lessons. Membership is by audition or invitation of the director only. Orion Strings members must also be members of Symphony Orchestra. First and second semesters (year-long registration and commitment required).**

Private Lessons

no credit

Because none of our ensembles are introductory courses, and because there is no substitute for individual instruction, private lessons are strongly recommended for all ensemble members. At the time of printing, lessons on any instrument or voice are available for free through a

number of university and community instructors via the Berrien Springs Partnership (for eligibility, requirements, and detailed information on the program, go to <https://www.berrienspringspartnership.com>). Please speak with one of the music instructors for help in arranging lessons.

Health and Physical Education

Aquatic Activities

.3 unit

Aquatic Activities is a one-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.**

Body Conditioning and Toning

.3 unit

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.

Health Education

.5 unit

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. **This class is required either in freshman or sophomore year.**

Lifeguard Training

.3 unit

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 student 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.**

Mountain Bike Tour/Backpacking Tour **.3 unit**

These courses are designed to give the student an awareness of God's second book of nature as a means of enjoyment. The students will learn how to plan for and participate in a strenuous week-long trip 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. These classes are part of a 3 year rotation. (*Mountain Biking offered 2020-21*)**

Personal Fitness **.3 unit**

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.**

Racquet/Net Activities **.3 unit**

This course is designed for students to develop knowledge and skills related to racquet or net sport activities. The students have the opportunity to participate in activities that promote lifelong fitness and wellness through sport and other skills. There is a focus on incorporating good sportsmanship through participation in units such as tennis, badminton, and disc golf and other recreational 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. **(Second semester only.)**

Running Fit **.3 unit**

Running Fit class is designed for a student to train for and complete a half-marathon race. As a part of the class, the student will progressively train for long-distances through various modes of exercise. Personal training time outside of class time will be required as distances increase to accommodate for the student's success for race day. This class will meet daily to aid in the student's conditioning goals for the final race. Students will have to utilize the help of a log and fitness tracker apps to

account for training lengths and times. **This is a tour and will require fees of a current price of \$700 associated with race fees and entrance into other activities. This course is offered on a 3 year rotation. Those on citizenship probation may not register for this class. All monies paid for this tour will not be reimbursed.**

Team Sports

.3 unit

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. **(First semester only)**

History and Social Studies

Current Events

.5 unit

Explores current news, trends, and issues that face the United States of America and the world today from a Christian perspective. 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, capital punishment, censorship, civil rights, human rights, immigration, gun control, homelessness, nuclear and WMD proliferation, racial profiling, terrorism, welfare, and world population problems (and so much more!).

Economics

.5 unit

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.

Educational Tours

.5 unit

Educational tours are directed study, week-long, travel/study courses conducted by the History/English Departments. These tours are planned to focus on specific historical themes, such as American Heritage; Washington, D.C.; the New England area; Gettysburg; the New York area; Atlanta; the South; and England. 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.**

U.S. History I—1492-1877 **.5 unit**

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

U.S. History II—1877 to the Present **.5 unit**

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

United States Government **.5 unit**

A study of the organization and function of the executive, legislative, and judicial branches of the federal government. **Prerequisite: Juniors/Seniors only.**

World History I—Ancient and Classical **.5 unit**

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

World History II—Europe 1700-Present **.5 unit**

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

World Geography I and II **.5 unit**

The course World Geography explains relative locations on the earth's surface, examines physical and human characteristics of specific places, explains relationships within and between places, develops the theme of human movement within the environment and explores human activities. Textbook Needed: *Glencoe and the National Geographic Society's World Geography.*

Home Economics

Foods and Nutrition **.5 unit**

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 charged to the student's account.**

Home Economics—Home Skills

.5 unit

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 charged to the student's account.**

Specialty Foods

.5 unit

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 charged to the student's account.**

Mathematics

Algebra IA and Algebra IB

.5 unit/sem.

Algebra IA and Algebra IB 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 IA, a one-year course, will cover the objectives and concepts traditionally covered in the first semester of Algebra I. Algebra IB, also a one-year course, will cover the concepts and objectives traditionally covered in the second semester of Algebra I. Upon completion of both courses, students will have completed the mathematics requirement of Algebra I. 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 unit/sem.

This year-long course is 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, and equations by transformation, reducing fractions to simplest forms, and graphing in one or two dimensions. This provides a four-

dition for further study in both algebra and geometry. **Prerequisite:** Pre-algebra or passing of Math Placement Test.

Algebra II **.5 unit/sem.**

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.**

Geometry **.5 unit/sem.**

This course is 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.**

Precalculus **.5 unit/sem.**

Precalculus is 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

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

Acts **.5 unit**

This course is a devotional study of the life and teachings of Jesus that will provide impetus for spiritual growth and witnessing.

Advent Movement **.5 unit**

Students will study 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.

Christianity and Western Thought **.5 unit**

In this one semester course students will be looking at how Christianity and western philosophy have influenced each other. Starting with the pre Socratic philosophers and ending with the period of reformation, students will study the results of God and man seeking after each other through salvation, faith, reason and logic.

Daniel and Revelation **.5 unit**

This course 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.

Early Church History **.5 unit**

In this class, students study the prosperity and persecution of the infant Christian Church from AD 70 to the nineteenth century and Christianity's various attempts to evangelize the world.

Encountering Jesus 9 **.5 unit**

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. **(Freshmen only)**

Encountering Jesus 10 **.5 unit**

Students will explore the gifts of Creation, Sabbath, and Grace while ending with knowing how Jesus informs and forms our identity.

Encountering Jesus 11 **.5 unit**

Prophecies in the Bible accurately predicted past events long before they happened. Through the study of the Book of Revelation, we are able to see God's foreknowledge of what has happened in the past and what it means for Christians who put their trust in God's care for us in a world that grows evermore chaotic.

Encountering Jesus 12 **.5 unit**

The fundamental beliefs of the Seventh-day Adventist Church are a systematic study and statement of what God's plan for saving us is all about. Studying these foundational beliefs helps us to see that the church is built on the solid teachings of God's Word, and helps us to mature in what we personally believe. A worldview that is guided by faith in God's Word will determine how we relate to suffering, the questions of our life's purpose, and various ethical dilemmas faced when we live in this world. Paul's letters and John's gospel will also be studied.

Evangelism and Leadership **.5 unit**

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

Fundamental Beliefs **.5 unit**

Students study 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.

Friendships and Dating **.5 unit**

In this class students will focus on Bible principles that form the foundation of a positive understanding of oneself and guide us in the development of interpersonal skills that make friendships between members of the opposite sex, safe and healthy. As Christians we believe God loves each of us and that our friendships leading to dating and marriage should reflect His purity, honesty and trustworthiness. **Textbook needed:** *Friendship*.

Hebrews **.5 unit**

Students will study 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.

John **.5 unit**

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. **Textbook needed:** *John of the Crossroad Series*.

Life Choices **.5 unit**

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.

Life Philosophies and Moral Issues **.5 unit**

This survey course is 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 principles.

Marriage and Family **.5 unit**

In this class students will learn what the Bible teaches about God's design for marriage and family. Emphasis will be given to the practical skills of self discipline in the area of intimacy, finances, time-management, and parenting. Students will also learn how God makes a way for families to grow stronger as they deal with their own failures and with the realities that come with living in a sinful world. **Textbook needed:** *Marriage and Family*.

Old Testament Kings and Judges **.5 unit**

Students will explore the lives of the Old Testament Kings and Judges

as described in the Old Testament.

Old Testament Prophets

.5 unit

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.

Personal Religion

.5 unit

Personal Religion is 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. Students consider gospel principles and prophetic counsel in making the personal, everyday decisions leading to a happy, peaceful, successful life in Christ. **This is a two semester class. (Freshmen only)**

Reformation Tour

.5 unit

As Seventh-day Adventist Christians we share a rich heritage with the Reformation that gave birth to modern Protestantism in all its various denominations. In this class students will learn how God guided the reformers as they endeavored to call Christians back to the Bible as the only safe guide for belief and practice. Students will be going to Europe on a tour that will give them the advantage of adding firsthand experience to their knowledge of the reformers and places where significant events of the reformation took place. Students are required to attend all classes and participate in the tour itself. The cost of the tour is in addition to tuition for the class. Membership in the class is subject to conditions outlined in the class contract/syllabus. **Textbook needed: *Great Controversy*.**

Romans

.5 unit

This course is a study of Christ's substitutionary sacrifice that provides the basis for pardon, reconciliation, and spiritual growth.

SOW Safari

.5 unit for religion or applied arts

Service Outreach Witness - requires students to develop skills for a mission trip. These include knowledge about the destination's history, culture, and SDA work and presence. Students will prepare programs and materials, sermons, children's stories, and worship music. Aspects of building will also be covered. The class culminates in a mission trip to another country. **Students must be registered for the class to attend the trip and must attend the trip in order to complete the class. There is an extra cost. The class is typically offered biannually on odd numbered years.**

World Views and Religions

.5 unit

A study of world-views, religious movements, contemporary denominations, cults, and world religions, as viewed from a Biblical perspective.

Science

Biology **.5 unit/sem.**

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 almost every day. First semester: intro to chemistry, cell biology, molecular biology and genetics. Second semester: human anatomy, physiology, and health, microbiology, invertebrates, vertebrates, plants, and ecology. **Prerequisite: Sophomore standing or above.**

Chemistry **.5 unit/sem.**

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.**

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

Earth Science A: Geology **.5 unit**

Earth Science A is a semester long study of earth's structure, its composition, and the processes that shape and reshape it. Studies include cartography, minerals, rocks, weathering, deposition, erosion, glaciers, earthquakes, volcanoes, plate tectonics, and fossil fuels. Laboratory periods involving various techniques are included almost every day. **Open to all students. First Semester.**

Earth Science B: Fossils, Oceanography, Meteorology, and Astronomy **.5 unit**

Earth Science B is a semester long study of fossils, origins, oceanography, meteorology, climatology, and astronomy. Studies involving the environment will be interwoven throughout various units of the semester and will focus on current issues relating to resource utilization and pollution. Laboratory periods involving various techniques are included almost every day. **Open to all students. Second Semester.**

Physics **.5 unit/sem.**

Physics is a year-long 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.

Physical Science

.5 unit/sem.

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, and application of chemistry. **Prerequisites:** Algebra I

Technology and Applied Education

Architecture

.5 unit

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.

Auto Body/Auto Collision Repair

.5 unit

This is an introductory course that teaches basic principle of collision repair and related content. In this class, students will learn these basic principles:

- 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

Auto Electricity

.5 unit

Auto Mechanics

.5 unit

An introductory course designed to develop a basic understanding of the automobile and to provide experience in routine automotive service and maintenance.

Bike Repair

.5 unit

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.

Engine Rebuild **.5 unit**

Fundamentals of Suspension and Brakes **.5 unit**

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.

Go-Karts **.5 unit**

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

Graphic Design **.5 unit**

This class transitions from design theory to design application as it relates to visual communication. A series of projects develop basic skills and familiarity with design process and the graphic design profession.

Home Skills **.5 unit**

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 unit**

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 unit**

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.

Nautical Arts **.5 unit**

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.

Personal Auto Care **.5 unit**

Photo Media **.5 unit**

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.**

Small Engines **.5 unit**

SOW Safari **.5 unit for religion or applied arts**

Service Outreach Witness - requires students to develop skills for a mission trip. These include knowledge about the destination's history, culture, and SDA work and presence. Students will prepare programs and materials, sermons, children's stories, and worship music. Aspects of building will also be covered. The class culminates in a mission trip to another country. Students must be registered for the class to attend the trip and must attend the trip in order to complete the class. **There is an extra cost. The class is typically offered biannually on odd numbered years.**

Videography **.5 unit**

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 unit**

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.

Woodworking **.5 unit**

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

Yearbook **.5 unit/sem.**

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.**

Work Experience **.5 unit**

A credit procedure promoting active and responsible involvement in employment activities. The experience is intended to acquaint the student with the world of work, positive attitudes and work habits, the value and dignity of labor, interpersonal relationships and the skills that will help meet the practical duties of life. This credit meets the work experience requirement for graduation. Registration for this credit takes place at the conclusion of the work program. The employer must fill out the work experience documentation and evaluation form and submit it to the 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.

General Education

Learning Strategies **.1 unit**

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

ANDREWS ACADEMY
College Preparatory Diploma
Class of 2020-2024 Credit Work Sheet

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 Ed, Home Ec, Technical Ed	1.5		
FINE ARTS	Minimum - 1 semester of any art or full year of music course; more is recommended	0.2		
PHYSICAL ED & HEALTH	Physical Ed - 0.9 units <i>(1 for every year that Health is not taken)</i> ; 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 1 every semester in attendance)</i>	4.0		
WORK EXPERIENCE	180 total clock hours - requires submission of Work Experience Form signed by supervisor	0.5		
GENERAL ED ELECTIVES	Enough to make Grand Total at least 24 units			
Total General Ed				
Grand Total	Solid units plus General Ed units Minimum 24 units for College Prep Diploma	24		

ANDREWS ACADEMY
General Curriculum Diploma
Class of 2020-2024 Credit Work Sheet

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 Ed, Home Ec, Technical Ed	1.5		
FINE ARTS	Minimum - 1 semester of any art or full year of music course; more is recommended	0.2		
PHYSICAL ED & HEALTH	Physical Ed - 0.9 units (<i>1 for every year that Health is not taken</i>); 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 1 every semester in attendance</i>)	4.0		
WORK EXPERIENCE	180 total clock hours - requires submission of Work Experience Form signed by supervisor	0.5		
GENERAL ED ELECTIVES	Enough to make Grand Total at least 22 units			
Total General Ed				
Grand Total	Solid units plus General Ed units Minimum 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 need 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.

Finances

MONTHLY STATEMENT EXPLANATION

The Andrews Academy monthly statement for your student(s) will come from Andrews University. Both Andrews Academy and Ruth Murdoch Elementary School accounts are linked with the Andrews University billing system since the two schools are named The University School and are owned and operated by the University.

Annual tuition is charged in ten equal billings August through April. Tuition billing for months 1 and 2 (August and September) will appear on the first statement for the school year which is received in September. **This is not a duplicate charge.** The initial payment made at registration covers the tuition billing for August and shows as a credit on the statement. In addition, the month two billings shows on the statement and is due by September 25. Billing for months 3-10 will appear on the student statements received October through May and is always due by the 25th of the month. Academy tuition is directly connected to the amount of credit for the courses in the student's schedule. A full load (discounting music classes) is 6.3 units. An overload charge is made for credit over 3.0 units during the fall semester and/or over 3.3 second semester. This charge is \$1,520 per unit. This means that a 0.1 overload would receive a charge of \$152 for the semester. This charge is divided by the five months in the semester for a monthly charge of \$30.40 for a 0.1 overload. Questions about the overload charge should be directed to our student accounts manager.

The current billing system is unable

to customize the statement to reflect certain financial aid. The statement will show tuition charges and other monthly adjustments and payments, such as a family discount and denominational subsidy, charges for school lunch and books, etc., along with recording payments made on the account during the previous month. Some financial aid and scholarships are granted after each semester, **but only when all criteria/conditions for receiving aid are in full compliance.**

Payment plans beyond the 10-month plan must be arranged with the student accounts manager. A budget plan may be written to estimate your child's tuition charges, calculating anticipated payments, financial aid, family discount, denominational subsidy, etc. This gives the family an estimated monthly payment amount for the account. Monthly amounts may vary as financial aid is lost/gained or other changes made in enrollment status. Graduating seniors must have their tuition account and all trips and tours paid in full by **May 1 of the current school year.**

The monthly statements should be carefully reviewed each month. The monthly amount due, if you're on a budget plan, will be different than the statement reflects, as the computer is unaware of special arrangements.

The school lunch program is run by Andrews University. **All food service questions about charges, etc., MUST BE directed to Dining Services: (269) 471-3161.**

Any questions or concerns, as well as difficulties in meeting your financial obligations need to be directed to the Student Accounts Business Manager as soon as possible.

Schedule of Fees/Charges 2020-2021

The 2020-21 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, may have their tuition charges pro-rated for the days they are enrolled:

TUITION

Cash Payment Plan

Three to 6.3 Units	\$9,315.00
(Ten monthly payments (Aug.-May)	\$931.50
Above 6.3 Units, per unit.....	\$1,550.00
Less than 3 Units, per unit.....	\$1,857.00
College Enrichment, per credit	\$125.00
Carrying Charges.....	1% - unpaid bal.
<i>(See description under Misc. Money Matters in Sourcebook)</i>	
Lab Fees, per lab (Art, Home Economics)	\$100.00
Lab Fees, per lab (Business, Technology)	\$120.00
Lifeguarding (includes certification & facility use).....	\$150.00
Aquatics.....	\$30.00
Music instrument rental fee	\$50.00
Late Registration (in addition to the application fee).....	\$50.00
Application Fee (Enrollment).....	\$75.00

GENERAL *Cost Varies

Credit by Exam (per unit of credit).....	\$100.00
• Exam	\$25.00
• Credit.....	\$75.00
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	\$4.75/\$85.50 per month
PE Uniforms (Range from \$25-\$50)*	\$50.00
Replacement ID Cards.....	\$35.00
Returned Check.....	\$35.00
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)	\$1,838.00
International Student Registration Fee	\$250.00

STUDENT ACTIVITIES AND EXTRA CHARGES

Student Choices	Approximate Time	Number of School Days Missed	Approximate Cost
Lake Union Leadership Seminar (School leaders)	October	1.5	\$50.00
NHS Dues (Members only)	February	-	\$25.00
SA Banquet	April	-	\$10.00
SA Campout (limited to 60 people)	September	-	\$100.00
SA Children's Christmas party (gift for needy child)	December	-	\$15.00
SciFest	September	1	\$80.00
Winter Bible Camp (limited to 80 people)	January	1.5	\$130.00

HUMANITIES, FINE & APPLIED ARTS *Cost Varies

Student Choices	Approximate Time	Number of School Days Missed	Approximate Cost
Concert Band/Handbell Ensemble Tour	March	3	\$650.00
ESL Field Trip	May	1	\$20.00
Outdoor Education Tour (Biking)*	April	5	\$350.00
Education Tour (England)*	March	7	\$2,900.00
Music Group Uniform	-	-	(Ladies-\$75.00, Men-\$115.00*)
Silhouettes/Orion Tour	April/May	2	\$300.00

HUMANITIES, FINE & APPLIED ARTS CONT. *Cost Varies

Student Choices	Approximate Time	Number of School Days Missed	Approximate Cost
ACT Testing/ACT Plus Writing	Varies	-	\$50.00/\$67.00
SAT Testing	Varies	-	\$48/65
Change in Diploma	-	-	\$40.00
Diploma	-	-	\$125.00
Junior/Senior Banquet	TBD	-	\$30.00
Senior Class Trip	April	4	\$350.00

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 Check-In Day, monthly 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 Check-In Day	Monthly Billings
\$9,315.00	\$931.50	\$931.50

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, the student will be asked to withdraw from Andrews Academy. Any exceptions must be approved by the Andrews Academy Finance Committee.

CALENDAR DATES

August 3, 2020	Tuition #1 - Payment Due
September 25, 2020	Tuition #2 - Payment Due
October 25, 2020	Tuition #3 - Payment Due
November 25, 2020	Tuition #4 - Payment Due
December 25, 2020	Tuition #5 - Payment Due
January 25, 2021	Tuition #6 - Payment Due
February 25, 2021	Tuition #7 - Payment Due

March 5, 2021	Financial Process towards re-enrollment begins - Fall 2021
March 25, 2021	Tuition #8 - Payment Due
April 25, 2021	Tuition #9 - Payment Due
May 3, 2021	Tuition #10 - Graduating Seniors, Payment Due
May 25, 2021	Tuition #10 - General Population, Payment Due
May 28, 2021	Financial Aid Applications 2021-2022 Due (with reqd. documents)

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 at the Textbook Services Center (TSC). Gym uniforms and gym locker padlocks may be purchased in the gym. 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. Purchase amount varies and is determined by the condition of the book upon return.

SALE OF BOOKS

Textbooks and gym uniforms are sold on Check-In Day and during the first week of both semesters (August and January). During these times, purchases may be charged to your school account. Late arrivals and reorders may be charged when

they arrive, even if outside of the stated times. Book charges that appear on your account could be from Check-In Day, later sales from the Bookstore, or from books distributed in class. State law requires sales tax on all of our sales.

NO BOOKS AVAILABLE

If we have run out of a book that you need for one of your courses, it is very important that you notify your teacher for that course as soon as possible.

Re-orders are made only when requested by a teacher. The book will then either be sold from the Bookstore or distributed in class. Listen for announcements from the teacher or in the daily announcements when they arrive.

PRICE OF BOOKS

Textbooks are both new and used unless it is the first time that the book is being used. The price is either marked on the cover of the book when new or inside the cover for used books.

IDENTIFY YOUR BOOKS

You should write your name on the inside of each book once you are certain that you will not be dropping the course.

This is the only reliable way to identify a book if it is lost. Take good care of your books because their condition is the primary determiner of their value at buy-back. Those in poor condition, especially those with torn/missing/damaged covers, water damage, or excessive marking/decoration, may receive no credit.

BOOK BUYBACK

In general, books are bought back exclusive of sales tax. Those that are returned unused, unmarked, and in good condition because of dropping a course will be refunded at their full price including sales tax, if done within a reasonable time. Those marked in or showing wear will be treated as a used book and will not receive the full refund. Books are generally used at least five years before they are replaced to help keep cost down. However, since students own the books and not everyone sells their books back, new books need to be purchased each year which means that some may have new books when the book is not bought back. It also may mean that it is somewhat risky to save books for younger siblings to use when they get to Academy since the book may no longer be in use.

TIME FOR BUYBACK

Book buyback takes place one of two ways. At the end of first semester, books that are needed for second semester courses are collected by the teacher of the respective course. Books for all other courses are bought back at the end of the year since there is not adequate storage space in the bookstore to store them. This is the time to sell them back so that enough books will be on hand for the next year or in adequate quantity ordered

to supplement those bought back. Make sure that you check your next semester's schedule carefully so that you don't sell back a book that you will be needing again, as some are used for several courses. Buyback will not usually be done at the beginning of school (unless stock ran out) because there's already an adequate number of books in stock. Announcements will be made if books are needed. The credit will be placed on your account for books sold back to the Bookstore.

GYM UNIFORMS

Gym uniforms may be charged along with the books. The uniforms are required for all physical education courses. Any combination of Andrews Academy gym uniforms top or bottom may be worn to meet the requirements. Gym locker locks are available for use from the physical education instructor at no charge and should be used. The uniforms are of quality material and should last for several years if cared for. Make sure that the gym uniforms fit correctly because once they are worn, they are not returnable. They are not to be modified in anyway.

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 Adventist 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 Adventist 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. Student's 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 \$35 fee for each returned check.

STUDENT EMPLOYMENT PAY-ROLL 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.

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.

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 the Student Accounts Manager for qualification requirements, and to apply. Any student found to have engaged in academic dishonesty or placed on probation will forfeit their aid from the time of the infraction to the remainder of the school year. Each student must maintain regular academic and 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 an \$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 the 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 address:

Development Director
Andrews Academy
8833 Garland Avenue
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
8833 Garland Avenue
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, who was 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 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 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 Andrew 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 Steve and Mary Elizabeth Mauro Endowed Scholarship Fund's income is awarded to worthy and deserving student(s) at Andrews Academy that meet a minimum G.P.A of 3.0.

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 is 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 tui-

tion 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.).

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.

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, and 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 Dimberger, Edwin J. Vitrano and Roger Vitrano. The income from the investment provides assistance for administering the activities of the Andrews Academy Alumni Association.

The Camille R. Warren Memorial En-

dowed Scholarship Fund was created on September 14, 2018, by her friends. The fund will be awarded annually to some worthy and deserving student(s) enrolled at Andrews Academy who maintain a minimum G.P.A. of 3.0 and has demonstrated need of tuition assistance.

The Londa Zimmerman-Sweezey Memori-

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

Student Handbook

I. INTRODUCTION

Andrews Academy is operated to provide secondary school education which is distinctly Seventh-day Adventist 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, and 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 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 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, public relations director, and parliamentarian.

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 (see page 95).

CLASS ORGANIZATION

Within the last month of the school year, the senior class sponsors 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 September or October. Each class elects a president, vice-president, pastor, secretary, treasurer, public relations officer, 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 by submitting his/her name and the office title on the appropriate form to the 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 \$35 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, yearbook 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 have a current or cumulative grade point average less than 2.0, or are not passing all of their classes at the mid-term or end of semester, 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 con-

sideration by the faculty. Usually these activities are only for the students and faculty of the school; others may attend only with the approval of the faculty. 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, and other recreational activities. The Academy also conducts an active intramural athletic program for both young men and women.

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.

ACADEMY YEARBOOK

The Academy yearbook, *The Silhou-*

ette, 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. Photos and videos are taken throughout the course of the year and used to produce this 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, mission trips, and field trips. All standards contained in this publication or announced by the faculty apply to all school-sponsored trips.

STUDENT LEADERSHIP

The Andrews Academy program provides extensive opportunities for students to participate with the school's administration. These opportunities include membership on standing committees, and 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 Silhouette* and *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 2.0 or higher grade point average both at mid-term and semester end. Student leaders who

fall below this GPA or incur citizenship probation will be removed from office pending a review by the Student Affairs Committee.

THE ACADEMY COMPUTER LABORATORY

Andrews Academy has established a computer laboratory consisting of networked computers and printers, making word processing, e-mail and the Internet available to students. Additional networked computers are available in 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 do 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 engaging in worship services.
4. Use pure language and avoid the appearance of evil rather than using profane language or indulging in lewd conduct, gestures, 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 may utilize to encourage the student who chooses not to fulfill the school standards include the following:

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 student by email.
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 by email.
4. Citizenship Probation: a disciplinary status indicating the student has demonstrated a trend of citizenship irregularity, attendance irregularities, citizenship referrals, or more serious behavior experience(s) 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 to withdraw.
5. When a student's citizenship status becomes probationary, he/she is prevented from running for or holding student leadership offices

for the remainder of the school year that the infraction occurred, and he/she is not permitted to participate in any off-campus overnight school activities: musical organization tours or AU music festivals, educational tours, SOW Safari, Bible Camp, senior class trip, outdoor education tour classes, or any other similar and/or overnight school activity for the duration of the probationary period.

6. 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.
7. 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.
8. 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 citi-

zenship 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 conduct 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.

9. 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 conduct is acceptable during the interim.

10. 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.

11. While some of these approaches may be applied sequentially, the Academy administration and faculty

reserve the right to apply any of the preceding disciplinary procedures as deemed necessary, without applying preliminary procedures.

CITIZENSHIP REFERRAL PROCEDURE

- 1-3 points - Citizenship referral given to student and parent/guardian by email.
- 4 points* - Notice of 60-school days Citizenship Probation (CP) issued.
- 5 points - Citizenship referral given to student, advisor, parent/guardian by email.
- 6-7 points - Citizenship referral given to student, advisor, parent/guardian, plus Letter of Serious Concern.
- 8 points - Student status changes to Critical Citizenship Probation (CCP) with an additional 60 school days added to the review date of CP (totaling 120 school days).

If further or broader based incidents occur, 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, physical assault, or insubordination, go directly to the level of the 4th referral or higher and may result in suspension or dismissal. Dress code violations require immediate compliance. This may require parental involvement.

Infractions are on a point system. Accumulation of 4 points will result in citizenship probation (CP). Every four points adds an additional 60-days. Below is a guideline of how infractions are viewed and categorized:

1 point infractions

- Disruptive/Uncooperative Appearance/Standards Destructive to property

- Harassment (see Bullying section and AU Title IX policy)
- Inappropriate conduct/language
- Cell phone in the classroom without permission
- Headphones/wireless headphones in the school
- Horseplay (i.e. wrestling, biting, hitting)
- Vehicle Code
- Violating closed campus policy
- Misuse of social media

2 Point infractions

- Left school/No permission
- Repeat occurrences of 1 point infractions (“3rd strike” = 2pts)

4 point infractions

- Dishonesty (lying, academic, stealing)
- Disrespect to Faculty/Staff
- Fighting
- Weapons/Contraband

*Four-point infractions, including but not limited to academic dishonesty, fighting, physical assault, or insubordination, go directly to the level of the 4-point referral or higher may result in suspension or dismissal. Dress code violations require immediate compliance. This may require parental involvement.

We recognize that some behaviors will need to be reviewed on a case-by-case basis due to the unique circumstances. The list above is not exhaustive or confined to the levels pending circumstances. All discipline referrals are reviewed by Student Affairs.

HARRASSMENT/BULLYING

Because we should treat others as we ourselves wish to be treated, any type of harassment based on race, ethnicity, gender, national origin, religion, age, disability, or other legally protected characteristics, will be considered entirely

out of place at Andrews Academy. Slurs, jokes, and verbal or physical intimidation are inappropriate. Teasing of a demeaning nature, comments that may be interpreted as insults, put-downs, and sexually suggestive statements are unacceptable at any time or place. These behaviors constitute violations of our citizenship code.

Students are encouraged to report any incidents of harassment, directed at them or someone else, to their teacher or to someone in administration. The school will use all legitimate resources available to protect the dignity and privacy of students, and to protect them from predatory behavior.

SENIORS ON PROBATION

Seniors who are put on citizenship probation within 60-days of Graduation Weekend may be ineligible to participate in graduation activities. This may include Class Night, Consecration, Baccalaureate, Faculty/Senior party, and Commencement.

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, electronic or otherwise, 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 classwork 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.

The public display of affection on campus is prohibited. 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 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 3:45 PM (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.

CLASS SCHEDULE ADJUSTMENT REQUESTS (CSA)

A CSA is available for students who have a study hall at the beginning or ending of the school day, or will be working during a study hall during the school day. The CSA is required for students who leave the Academy to attend classes at Andrews University, who are going to work off campus, or who wish to begin the school day later or leave earlier on a regular basis. The CSA request form must be filled out and signed by each individual indicated on the form before the student stops attending their study hall. Students must adhere to CSA guidelines that are printed on the CSA application. Any violation may cause the CSA to be revoked.

INTERNET SAFETY POLICY

It is the policy of Andrews Academy to: a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; b) prevent unauthorized access and other unlawful

online activity; c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and d) comply with the Children's Internet Protection Act.

ACCESS TO INAPPROPRIATE MATERIAL

To the extent practical, minors' online access to inappropriate materials and materials harmful to minors is restricted. To the extent practical, steps shall be taken to promote the safety and security of users of the Andrews Academy online computer network when using electronic mail, instant messaging, social media, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

INAPPROPRIATE NETWORK USAGE

To the extent practical, steps shall be taken to promote the safety and security of users of the Andrews Academy online computer network when using electronic mail, instant messaging, social media, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

EDUCATION, SUPERVISION, AND MONITORING

Andrews Academy faculty and staff

shall supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act for the students under their direct supervision.

IMPLEMENTATION PLAN

Procedures for the disabling of or otherwise modifying any technology protection measures shall be the responsibility of the Chief Information Officer of Andrews University or the designated representative.

The Principal or designated representative will provide age-appropriate training for students who use the Andrews Academy Internet facilities. The training provided will be designated to promote the Andrews Academy commitment to:

1. The standards and acceptable use of Internet services as set forth in the Andrews Academy Internet Safety Policy;
2. Student safety with regard to safety on the Internet; appropriate behavior while online, on social networking Web sites, and in chat rooms; and cyberbullying awareness and response.

SOCIAL MEDIA

As a student of Andrews Academy, behavior on social media should reflect Academy values. For example, materials—text or graphics—should not contain: materials characterized by profanity or obscene language; defamation of any individual or group; materials promoting hatred of cultural, ethnic, or religious groups; advocacy of lifestyles contrary to university/academy policy; pornography and other sexually-oriented material. Illegal materials such as child pornography should not be accessed by or stored on any computer while connected with the

University, whether private or University-owned.

CELL PHONES

Cell phones may be used in the Library, Commons, and hallways. Cell phone use is not permitted during chapel or assembly programs. Cell phone usage in the classroom is at the teachers' discretion. Otherwise visible cell phones will be turned into the office, and students will receive a citizenship referral. Students will have to arrange with the office when to pick up their confiscated cell phone.

HEADPHONES AND EARBUDS

Headphones and earbuds are not permitted to be used in the building.

LUNCH

Students may not leave campus for the purpose of purchasing lunch for themselves or other students. Students must make arrangements to bring lunch or purchase Andrews Academy school lunch. Students may not order food and have it delivered as this can be disruptive to class performance and creates security concerns.

SKATEBOARDS, ROLLER 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, or 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 OTHERS' 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, and lighting a fire or other endangering activity. In addition, the possession or use of items such as guns, knives, martial arts or gang-related paraphernalia, matches, and lighters is prohibited.

The school laboratories and industrial workshops 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 or workshop. 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

Academic Wear:

Andrews Academy's policy for appropriate school attire is intended to promote a corporate atmosphere of personal

and academic excellence. To that end, Andrews Academy requires all students to wear an approved Andrews Academy logoed polo or button-up Oxford shirt (short or long sleeved) in combination with dress pants, jeans, or a skirt during school hours. Students may also purchase logoed warmer seasonal outerwear options to wear over their logoed shirts. These options must be combined with the regular logoed shirt; they are not a substitute for the logoed polos or Oxfords. A solid-color, long-sleeved undershirt may be worn under the AA short-sleeved polo. Approved AA-logoed polos/Oxfords and seasonal wear must be purchased through Lands' End or the school store. To view and purchase approved academic wear,

- Go to www.landsend.com
- Click on "SCHOOL," "Shop by School," Enter school name and city/state (or use **Preferred School # 900150871**).
- After selecting "Andrews Academy," select "Shop for this School"

Please note: Only Lands' End clothing options authorized on the Andrews Academy School Uniforms page are approved academic wear; clothing listed elsewhere on the Lands' End website is not approved.

Fit, Sizing, and Condition

Refer to the sizing chart available at the Lands' End site, and select a size that will allow students' logoed items to fit comfortably and ensure that the midriff is covered when arms are raised above the head. Additionally, sizing must allow students to comfortably button polos or Oxfords to the clavicle.

- Shirts must be buttoned to the clavicle so that undergarments are completely covered.
- Academic wear should be kept clean and neat. Excessively worn

or damaged academic wear is not acceptable and must be replaced.

- Pants or jeans should be clean and neat, without being too tight, and have no holes, frays, or excessive distressing. Pants should sit at the natural waistline and not hang below. Leggings, joggers, sweatpants, track pants, and shorts are not approved academic wear.
- Skirts should be not shorter than knee length when standing or sitting – regardless of whether or not the individual is wearing leggings.
- Flip-flops, open-toed sandals, sliders, or pajama-type slippers are prohibited by school insurance.

Additional Dress Code Considerations:

Not every day at Andrews Academy is a traditional school day. School picnics, community service days, trips and tours, banquets, and other school-sponsored activities may provide an exception to the regular uniform policy.

The following expectations, however, apply to all AA events:

- Accessories should be simple. Jewelry—such as earrings, non-medical bracelets or necklaces, and rings—is not permitted.
- Clothing imprinted with symbols, pictures, words, or statements which promote products, philosophies, and/or lifestyles contrary to Andrews Academy values and beliefs are not permitted.
- Tattoos must be covered at all times.
- Unnatural hair color is not permitted.
- All hats and hoodies must remain off while students are inside the school building.
- Revealing or immodest clothing – which includes sleeveless tops,

spaghetti strap tank tops, low-cut shirts, sheer fabrics, form-fitting styles, or short shorts/leggings – is not permitted.

Beach Day:

- Open-toed sandals and flip-flops are acceptable. Athletic gear is permitted. Students may wear a modest one-piece bathing suit or shorts for swimming.

School Picnic:

- Shorts are permissible, provided their length is not shorter than the end of the fingertips. Athletic gear is permitted.

School Banquets:

All students attending a banquet must choose formal attire that adheres to the following guidelines:

- Tops must have solid fabric (non-transparent, non-lace) that goes no lower than four finger widths from the clavicle all the way around the body.
- If the top buttons, it needs to be buttoned no lower than four finger widths below the clavicle.
- No bare shoulders are permitted. The shoulders must be covered by sleeves or straps at least the width of three fingers.
- If a jacket, sweater, shawl, etc. is used to cover the shoulders, it must be worn during the entire event.
- If wearing a two-piece outfit, the top must meet the bottom so that no midriff shows.
- Bottoms must reach the knees or lower, all the way around.
- There must be no transparent/sheer cutouts, any slits, or any holes anywhere that violate the above standards.

- Avoid clothing that is excessively tight.
- Per AA policy, students may not wear jewelry.

Dress-down days will be defined as they occur in accordance with the above policies.

IV. ATTENDANCE

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

ABSENCE

Andrews Academy accepts documentation of personal illness, illness or death in the immediate family, or hazardous traveling conditions as the only viable reasons for a student's absence from school, or by a pre-arranged absence. Approved absences are excused only on the basis of written documentation signed by a parent or guardian and submitted to the Academy office by the third 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. In these instances, families may request a pre-arranged absence card. All requests are subject to review by the principal or attendance officer prior to approval. **Arrangements must be completed at least two school days prior to the absence. All assigned class work to be missed during the absence must be arranged for prior to the absence.** Also, the student is responsible for all assigned course work required during the absence. 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 grade change fee in effect). A \$20 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." After the tenth (10th) tardy in a class period, a meeting must be scheduled with the attendance officer to determine a plan of action to deter continued tardies.

SICK DAYS

If a student has a fever (without medicine) of 100.4 or higher, they need to be excluded from school until they are 24 hours fever-free (without medicine).

If a student has vomited, they need to be 24 hours free of vomiting before they return to school.

Therefore, if a student has left school for these reasons the day before, they should not be returning to school the following day.

These are general guidelines, but if there is a unique illness, there may be additional requirements and guidelines before returning to school.

DEVOTIONAL SERVICES AND ASSEMBLIES

Assembly and devotional service attendance is required. A student arriving for a devotional service or assembly program after the service begins is marked tardy. 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.

ATTENDANCE EVALUATION

Each student begins each semester with an attendance record of zero points.

One point is added for each unexcused tardy, 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.

PROCEDURES

Each school day the student who was absent or tardy without excuse is notified of the record on FACTS, the student

information system. Parents and students both receive 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 attendance officer, or submit to the school office a written excuse within 3 school days to remove those points.**

Excuses received between the 4th and 5th days will result in the partial removal of points. Correction received after five days generally will not be accepted. In instances where a student is absent for several consecutive days, such as for an extended illness, 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. When a student's absences, excused or unexcused, equal 13 periods of a class for a semester, the student and parents will receive an email of written notification advising them of the serious nature of that status from the attendance officer. **If the student's school absences, excused or unexcused, reach 22 periods of one class for the semester, the student becomes eligible to be withdrawn from the class and to lose all credit subject to that class, pending a review by the Student Affairs committee.**

A student is eligible to hold organizational office or leadership positions as long as they maintain an attendance score 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 notification of citizenship probation, if the student accrues more than 5 additional points, they will be placed on critical citizenship probation and receive notification that further points may result in their suspension from school.** 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.

Students who miss three (3) consecutive school days due to illness must provide written documentation from a certified medical professional corroborating the necessity of that absence.

At ten (10) consecutive missed days, a meeting must be scheduled with the attendance officer and principal to determine a plan of action for class completion.

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 (8:00-3:30).

Part-time students may attend one study hall, either the one before or after the class they are enrolled in. A fee of \$200 will be assessed for additional study halls over the one allotted.

RECOGNITION FOR HIGH ATTENDANCE SCORES

The faithful meeting of and/or arrange-

ment 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. FACULTY ADVISORS AND GUIDANCE SERVICES

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.

The Guidance Services Department works collaboratively to provide a comprehensive counseling program to impart specific skills and learning opportunities in a proactive, preventive manner, ensuring that all students can achieve school success through academic, career and personal/social development experiences. The goals of the counseling department include the following:

- Assisting students in successfully navigating the high school process while helping to prepare them for post-secondary options
- Helping students locate and complete college and scholarship applications

- Advocating for students by acting as a liaison to all academic departments, school services, and the community
- Providing academic advising, career and post-secondary guidance, and personal/social support to all students

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 Campus Safety Office, phone number (269) 471-3321. The motor vehicle registration fee is \$10, payable to Campus Safety of Andrews University.

The registration sticker must be displayed according to instructions. Unregistered vehicles will be subject to fine.

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 Campus 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 Campus 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 Campus 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 Campus Safety Office.

OFF-CAMPUS ACTIVITY TRANSPORTATION

Any occasion in which an enrolled Academy student provides their personal transportation automatically places them under their own personal insurance.

A student participating in off-campus school activities must be transported by school-provided transportation when such transportation is required. The school transportation policies and procedures are subject to the review of the Student Affairs Committee.

VII. GENERAL

STUDENT IDENTIFICATION CARDS

Each student must have an Andrews University identification (ID) card. New students are issued ID cards without charge at the University's Administration Building. Andrews University charges 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 at the end of each semester.

SCHOOL TELEPHONE

A student may use the public telephone in the office 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 the student.

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 and is subject to a fine of \$25 for maintenance or replacement of any damage; 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 public announcement (PA) 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 designated tornado shelter and shelter in place until the “all clear” signal is given.

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, WSBT,
98.3 The Coast, 107.1 WIRX,
103.7 COSY-FM, 97.5 WYTZ,
1400 am WSJM, 94.9 fm WSJM

BERRIEN RESA INCLEMENT WEATHER POLICY

Andrews Academy follows Berrien RESA when it comes to school closings due to weather conditions. This is the policy of Berrien RESA:

The decision to cancel school on inclement weather days involves many factors. Our primary goal is the safe transportation of all students, parents, faculty, and staff. The Transportation Supervisor checks road conditions by 5 AM and notifies the local public Superintendents by 5:30 AM. Other considerations used in the decision to cancel school include temperature, wind chill factor, visibility, city and county road conditions, status of county snow plows, the ability to clear school parking lots and driveways, weather forecasts, and the status of neighboring school districts. According to the National Weather Service, frostbite can occur within 30 minutes when the wind chill factor is -19 degrees.

Parents always have the right to keep their child/children home if they feel travel or weather conditions are unsafe.

In addition to the Berrien RESA weather policy, AA will consult and be under advisement from Andrews University’s Campus Safety.

SICK DAYS

If a student has a fever (without medicine) of 100.4 or higher, they need to be excluded from school until they are 24 hours fever-free (without medicine).

If a student has vomited, they need to be 24 hours free of vomiting before they return to school.

Therefore, if a student has left school for these reasons the day before, they should not be returning to school the following day.

These are general guidelines, but if there is a unique illness, there may be additional requirements and guidelines before returning to school.

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 posting areas provided. Unapproved signs will be removed.

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 ID 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 schedule.

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 2, 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 4. 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 emailed newsletter, *E-Sanjo*, or emailed 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. 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.

The checking out of materials, as much and as often as possible, is encouraged. The IMC is designed for activities such as individual and group research, individual and group study, academic and recreational reading, and career exploration. 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.
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 in the main office.

4. General reading books may be checked out for a two-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.

6. It is absolutely necessary for the student to take time to check out the materials he/she desires to borrow.

7. 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.

8. 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.

9. The Andrews Academy student is expected to demonstrate courteous and thoughtful regard for the needs of others while in the Instructional Media Center.

10. Eating and drinking are not appropriate in the IMC.

IX. FACULTY ADVISORS

STUDENT ASSOCIATION:

Mario Ferguson, Alvin Glassford, Samantha Mills, Marah Silvestre, and Jeremy Steinkraus

STUDENT PUBLICATIONS:

The Sanjo

David VanDenburgh

Kaleidoscope

Marah Silvestre

The Silhouette

Marah Silvestre

GENERAL ORGANIZATIONS:

Intramural & Physical Fitness Program:

Samantha Mills

Alumni/Development:

Gina Meekma

National Honor Society:

Rebecca Wright

Educational Tours:

David Sherman

Rebecca Wright

Outdoor Education Tours:

Samantha Mills

Classes

Seniors (2021)

Linda Sanford & David Sherman

Juniors (2022)

Gina Pellegrini & David VanDenburgh

Sophomores (2023)

Steve Atkins & Carrie Chao

Freshmen (2024)

Ivonne Segui-Weiss & Richard Wright

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.

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 DEPARTMENT AWARD

Students enrolled in any music organizations are recognized based on the length of their participation. Awards are given for three and four years of participation in an Andrews Academy ensemble, and are presented on the school year the student fulfills said time commitment.

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

The pinnacle of achievement for high school band students, this award recognizes a senior student of superior musicianship and outstanding dedication.

The Sousa Award, a nationwide symbol of excellence, also recognizes superior leadership, dependability, loyalty, and cooperation—the qualities directors strive to develop in all students.

JOHN S. GILMORE AWARD

This award is presented to a senior member of the high school band, who displays outstanding commitment and achievement. It is the runner-up to the John Philip Sousa Award.

NATIONAL SCHOOL ORCHESTRA AWARD

The counterpart of the John Philip Sousa Award, this award is the highest honor bestowed upon a senior member of the high school orchestra who displays superior musicianship and outstanding dedication. This award recognizes superior leadership, dependability, loyalty, and cooperation—the qualities directors strive to develop in all students.

DIRECTOR'S AWARD

This award is presented to a senior member of the high school orchestra, who displays outstanding commitment and achievement. It is the runner-up to the National Orchestra Award.

RINGER OF THE YEAR AWARD

This award is presented to the ringer (a senior) who displays superior musicianship and achievement, outstanding dedication, merit, leadership, dependability, loyalty, cooperation, and other positive qualities of conduct.

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. 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, an 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 (GPA).

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 mission.

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 stole, 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 yearbook, 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, Public Relations Secretary, and Parliamentarian.

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. 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 2.0 or higher grade point average and a good and regular citizenship standing. (Approved May, 1986)

International Student Handbook

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 and the International Student Committee, 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.

HOMESTAYS

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. At some point in the semester, the host family and international student can expect a home visit by a member of the International Student Committee to do a Student Environment Evaluation for health and safety. Other items of concern can be addressed during that visit as well.

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 Andrews Academy.

Occasionally, a student and their host family may decide they are not a good fit for each other.

Students may NOT change their host family by themselves. Students wishing to change must make a request to the International Student Director who will bring the request to the International Student Committee. The committee will then work on the case to come to a satisfactory resolution.

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.

TRAVEL PLANS

When making plans to attend Andrews Academy, students should plan their travel itinerary to arrive at the closest International Airport in South Bend, Indiana. Host families will be able to pick up their students from this airport. Students arriving in Chicago should not expect their host family to be able to come get them from those airports. Connections from Chicago to South Bend include air, train, and bus companies.

Students are expected to stay in the care of their guardians during all school

breaks, unless permission to travel has been granted by the International Student Committee. (See number four [4] below.)

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:

1. All grades are at an acceptable level and all class work is current.
2. If student will be missing classes, all work must be turned in prior to leaving.
3. Class attendance has been regular and student has been punctual.
4. Permission is obtained four to six weeks in advance with the International Student Committee Travel Request Form.

This form is required whenever the international student plans to leave their guardian's care to travel, whether in the U.S. or overseas, in a non-school function capacity.

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 I and II for two class periods per day, 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.

The ESL Language Arts Level I and II classes fulfill the College Preparatory graduation requirement for Modern Language. 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 80% 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, ASSEMBLIES, AND VESPERS

Chapel is a very important part of our program at Andrews Academy. 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.

Andrews Academy also holds a variety of spiritual activities outside of the school day. Andrews Academy expects that each international student will attend a minimum of five spiritual activities outside of school time per semester. These include, but are not limited to, class vespers, international student vespers, Student Association vespers, and Satellite vespers. Besides these, the students are expected to follow family rules in regards to church attendance each weekend.

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 except with teacher permission. Bilingual dictionaries are permitted.

AGENCIES

All international students not living with immediate family (Mother or Father) must have their chosen 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/or an 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.

Orientations for ALL international students and guardian families, new and returning, will be held periodically as deemed necessary by the International Student Committee to review policies, answer questions and concerns, and build a supportive sense of community.

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.

Partnering for Eternity Program Handbook

Andrews Academy has the opportunity to offer unique tuition assistance to our students. Through this service-oriented program, students are paired with older adults in our community and perform common household and yardwork tasks for their “mentor(s).” In return, students benefit from the wisdom and mentorship of the older adults, as well as the financial assistance toward their Christian education. Not only are students developing life skills such as commitment, leadership, communication, interpersonal relations and empathy, they are also learning the value of service and building generational bridges to last for eternity.

You will find the Job Information, PFE Attendance and Communication Policy, Visit Reflection Instructions and the Student/Parent Pledge in this section. If you would like to request an application, please contact our program coordinator, Joelle Ashley at joellea@fullylive.com.

JOB INFORMATION

Title: Home Care Provider and Companion

Description: The following are specific examples of activities a student might participate in under normal program circumstances:

Chore activities:

- Kitchen/bathroom cleaning
- Laundry
- Decorate
- Dust
- Sweep/mop/vacuum
- Organize
- Garden/outdoor work
- Snow removal
- Bake/cook

- Trash management
- Windows/screen cleaning

Companion activities:

- Computer assistance
- Games/puzzles
- Mentor-initiated snacking
- Music
- Picture/life story sharing
- Read
- Worship
- Walk/exercise
- Hobby project
- Investigating career options, common interests, etc. online

Unacceptable activities:

- Watching TV
- Being on your phone
- Attending a school/church event
- Going to an entertainment venue
- Sabbath visits
- Sleeping
- Visiting while the mentor is not home
- Virtual visits

Hours: Two hours per week; one day per week. Work schedules that include Monday, Tuesday, Wednesday, or Thursday are most often from 3:45-5:45 PM. Work times for Friday and Sunday will vary depending on your and your mentor’s availability.

Scholarship: \$800 per semester; 70% paid via a grant and 30% paid via Andrews Academy fundraising efforts. This scholarship will be paid directly to your account at the end of each semester if you meet the requirements in this application. No partial scholarships will be awarded.

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, compassion and respect 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 PFE coordinator and your parents. You are willing to try new foods, learn new ways of doing tasks, switch activities even when you feel inconvenienced. You don’t convey aversions to particular chores.
- 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; the student and/or their parent or guardian is responsible for the student’s transportation to and from their work location.

COVID-19 CONSIDERATIONS

Because serving and developing relationships with older adults is at the core of our program and the safety of everyone is paramount in our plans, we are offering temporary activities that may substitute for in-person/contact visitations. These alternative activities are less interactive; therefore, they will diminish the required word count of the weekly reflections. Students must choose two of the options below to count as one visit. Finally, students are encouraged to diversify their choices each week and must email me a picture each week with a descriptive caption of the chosen activities. Details regarding implementing these options will be available upon application acceptance. The temporary alternative activities are as follows:

- Yardwork
- Food delivery
- Care package
- Read and discuss a book together
- Listen to a podcast/TED talk together and discuss
- Write and mail 3 letters

PFE PARTICIPANT ATTENDANCE AND COMMUNICATION POLICY

To be eligible for the \$800 scholarship at the end of each semester, you must

visit your mentor 14-16 times during the first semester and 16-18 times second semester; you're also responsible for having a visit reflection for each visit submitted and approved at www.aapfe.org. There will be no partial scholarships granted if the student does not meet their semester quota of visits and approved reflections.

You will be working once per week at a regularly scheduled day and time. Keeping a consistent weekly schedule is important for you to easily remember your schedule and for your mentors to plan their week with you in mind. Also, a consistent schedule helps the PFE coordinator conduct periodic "check-in" visits.

Prompt Arrival and Early Departures:

Arrive at your mentor's home on time. If you know that you are going to be late because of an emergency, call your mentor immediately to inform them. Then, call or text the coordinator immediately. None of our mentors live further than seven minutes from the school. You will have approximately 15 minutes to be at your mentor's home after the final bell rings at school. This means you will need to hustle one day a week after school. Arrive at your mentor's home on time. There should be NO EARLY DEPARTURES from your mentor's home. Sometimes mentors run out of things for you to do, and they may forget your need to stay a full two hours. Kindly remind them that you are required to stay for two hours and suggest that you reference the mentor binder for things to do or if they are tired, you can do your homework for the last 10 minutes. Parents, please keep this policy in mind when planning family trips/activities and transportation.

You may lose your scholarship due to feedback from your mentor regarding tardiness and early departure.

Schedule Changes (Absences):

Even though your emphasis will be on keeping a consistent weekly appointment with your mentor, sometimes you and your mentor will need to shift your workday a little to accommodate doctor appointments, extra-curricular activities, school or family trips, etc.

Here are seven important things to keep in mind about schedule changes:

1. You are allowed four schedule changes per semester. Changes initiated by/for your mentor don't count.
2. If you go over four schedule changes—excluding mentor ones—you will not be eligible to work for PFE the upcoming semester.
3. You must make up each absence to reach your visit and reflection quota and receive the \$800 scholarship for the semester. Make-up visits may not be scheduled on your regular workday.
4. When you and your mentor decide on a day/time for a make-up visit, all you will need to do to communicate with the PFE coordinator is submit a reflection after that make-up visit per usual.
5. You do not need to submit schedule changes for calendar-recorded school vacations like Thanksgiving, Christmas, Spring Break, or any of the Monday holidays. Please be sure your mentor knows about these holidays though, and remember, none of these holidays reduces your required number of workdays and reflections per semester.
6. All schedule changes must be submitted by you (the student) online at www.aapfe.org BEFORE the absence occurs.
7. Schedule changes that are submitted after the absence occurs will result in a communication infraction.

Pre-arranged vs. Unexpected Absences:

If you or your mentor need to pre-arrange a schedule change, the two of you are responsible for arranging that together either by phone or in person during a visit. It's a good idea to sit down with your mentor each month, look at the school calendar, and check each other's schedule to see if you will need to adjust your schedule during that month. Submit the schedule change online as soon as you know about it; before the absence is to occur. You may "make up" a pre-arranged absence in advance as long as it is not scheduled for a regular workday and you have already submitted your schedule change.

If your mentor is absent unexpectedly, wait at their home at least 15 minutes. During that time, call your mentor to seek understanding. If the mentor cannot be reached and does not arrive within 15 minutes, you are free to leave. It is your responsibility to contact your mentor to schedule and carry out a make-up visit. If you are sick or have a major family emergency such as a car accident or emergency hospitalization, call or text your mentor AND the coordinator immediately. In both of these scenarios you MUST 1) submit a schedule change to www.aapfe.org BEFORE the visit is to occur and 2) schedule and carry out a make-up visit.

Communication Infractions:

Our communication policies are important to the integrity of our program, establishing and maintaining positive relationships, and helping you continue to develop skills you'll use throughout your life. We all make mistakes in our communication, so we want to build in a level grace that will give opportunity for learning and improving. You will be counseled three times per semester, if needed, regarding communication infractions

before you will not be eligible to work for PFE during the upcoming semester.

Here are seven communication infractions about which you will be counseled:

1. Feedback from your mentor of disengaged, non-communicative behavior on your part
2. Any level of dishonesty in verbal or written communications either with mentors or the PFE coordinator
3. Mentor and/or PFE coordinator unaware of circumstances surrounding late arrival/early departure
4. Submitting a schedule change for a visit AFTER the beginning of the visit was to have occurred
5. PFE coordinator learning about an absence from a mentor who was aware the absence was to occur (no schedule change was submitted before the absence)
6. PFE coordinator learning about an absence from a mentor who was unaware of circumstances surrounding the absence (no schedule change was submitted; no phone call, voicemail message, or text was left for mentor or PFE coordinator)
7. Not responding via phone, text and/or email to inquiries made by the PFE coordinator in a timely manner (within ~24 hours of the inquiry)

VISIT REFLECTIONS

This process is subject to change depending on technological advances.

The following requirements are stipulated to Andrews Academy by the SFFC Foundation and are intended to ensure relationships are developing appropriately between students and mentors. "We are trying to 'measure' each relationship building visit by having this requirement. We feel it's important for the SFFC Foundation board to understand a student/

mentor growing relationship by reading these reflections” (Jackie Downs, PFE 9-12 Program Officer).

You must write and submit a reflection for every visit you have with your mentor; 14-16 during the first semester and 16-18 second semester. They must be submitted within 24 hours of each visit; however, don't wait that long and risk forgetting. Figure out a system that works for you and stick to it. Start them on your phone in the last 10 minutes of your visit, continue them in the car on the way home (unless you're driving) and finish them as soon as you arrive home. The only exception to the 24-hour rule is if you work on Fridays; then, your reflections are due by 5:00 PM on the following Sunday.

Submitting Visit Reflections:

The program coordinator will email you a username and password for your account on www.aapfe.org.

Filling out Visit Reflections:

1. Log in at www.aapfe.org. Select the link prompting you to submit a reflection.
2. Fill out the form by selecting the mentor(s), date of visit, start time, total hours, etc.
3. You will find five separate questions, each with their own text fields in which you will write 100-word answers for each of the questions. There is an additional question regarding your plans with your mentor for the following week that does not have a required word length.

Here are the questions:

- a) What did you do with or for your mentor and why? (100-word minimum)
- b) What did you and your mentor talk about? (100-word minimum)
- c) How do you feel about your service and conversation during this visit? (100-word minimum)

- d) Describe your mentor's reaction to your visit and why you think they felt that way. (100-word minimum)
- e) What did your mentor say the two of you learned during this visit (100-word minimum)
- f) What is your plan for next week? (no word minimum)

4. Click the “Submit” button. The program coordinator will review your reflection and approve it or request edits by marking it “Incomplete” until the reflection follows the above guidelines. The status of your reflection as well as encouragement, praise, or other instructions will be recorded online in the comments section, as well as sent to you via text and email. You have an additional 24 hours to edit your reflection after the coordinator requests you to do so.

For reflections submitted past the 24-hour deadline, the automated text and email response from the online system will indicate that it is “Late,” as well as encouragement to submit future reflections on time. All late reflection responses will be cc'd to parents/guardians, so we can all be “on the same page.” You will be counseled four times each semester regarding late reflections, if needed, before you will not be eligible to work for PFE during the upcoming semester.

PFE PROGRAM COMMITMENT PLEDGE

- I have read, understand, and will adhere to the above attendance and communication policy for Andrews Academy's PFE Program. I understand I may not be eligible to participate in PFE in an upcoming semester if I do not meet any of the above requirements.
- I will attend the mandatory orientation meeting.

- I will submit reflections truthfully, according to the guidelines listed herein, and within 24 hours of each visit, unless I work Fridays. In that case, I will submit it the following Sunday by 5:00 PM.
- I will show initiative in providing companionship and completing needed chores. I will listen well, ask follow-up questions, follow instructions and focus my attention on growing my relationship with my mentor.
- I will complete any program evaluation forms and mentor interviews that the SFFC Foundation may require.
- I will write periodic greeting and thank you cards provided by my program coordinator.
- The SFFC Foundation and Andrews Academy may use my likeness in promotional and training materials (photographs, videos, and written reports).
- I agree that 100% of my scholarship will be applied to my school's tuition account.
- I understand that to be eligible for the \$800 scholarship at the end of each semester, I must visit my mentor 14-16 times during the first semester and 16-18 times second semester; also, a visit reflection for each visit must be submitted and approved at www.aapfe.org. There will be no partial scholarships granted if I do not meet my semester quota of visits and approved reflections.

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 \$10.

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:

• 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.

Wednesday	Thursday	Friday	Saturday
			1
5	6	7	8
12	13	14	15
19 • Student Affairs • 5 PM Finance Committee	20 • International Student Committee	21	22
Faculty Pre-Session Week			
26 • 3:45 PM Faculty Meeting	27 • 6 PM International Student & Family Orientation	28 • 7 PM Class Vespers • 8:24 PM Sunset	29 • 11:15 AM Dedication Service (Virtual)

Notes

Wednesday	Thursday	Friday	Saturday
<p>2</p> <ul style="list-style-type: none"> • 10:15 AM SA Election Speeches • 12 PM SA Elections • 3:45 PM Faculty Meeting 	<p>3</p> <ul style="list-style-type: none"> • Lifetouch Picture Day 	<p>4</p> <ul style="list-style-type: none"> • 7 PM Week of Prayer Vespers • 8:12 PM Sunset 	<p>5</p>
<p>Week of Prayer (8:55 AM Devotions)</p>			
<p>9</p> <ul style="list-style-type: none"> • 7 PM Parent Orientation (Virtual) 	<p>10</p> <ul style="list-style-type: none"> • 10:15 AM Assembly: Senior Class Elections; Junior, Sophomore, Freshmen Pictures/Meetings 	<p>11</p> <ul style="list-style-type: none"> • 7 PM Class Vespers (Freshmen only) • 8 PM Sunset 	<p>12</p> <p>SA Family Vespers</p>
<p>Mental Health Week</p>			
<p>16</p> <ul style="list-style-type: none"> • 3:45 PM Faculty Meeting • 5 PM Finance Committee 	<p>17</p> <ul style="list-style-type: none"> • 9 AM Jr, So, Fr Class Elections • 9 AM Seniors AU Application 	<p>18</p> <ul style="list-style-type: none"> • 7:00 PM Class Vespers (Juniors, Sophomores, Freshmen) • 7:47 PM Sunset 	<p>19</p>
<p>23</p> <ul style="list-style-type: none"> • 5 PM Senior Yearbook Ad Night 	<p>24</p>	<p>25</p> <ul style="list-style-type: none"> • Tuition #2 Due • 7 PM Satellite • 7:35 PM Sunset 	<p>26</p>
<p>Senior Spirit Week</p>			
<p>30</p> <ul style="list-style-type: none"> • 3:45 PM Faculty Meeting 			

Notes

Wednesday	Thursday	Friday	Saturday
	1 • 6 PM NAD College Fair (Virtual)	2 • 7:23 PM Sunset	3
Leadership Camp			
7 • 3:45 PM Faculty Meeting	8 • 6 PM AA Board Meeting	9 • 7:11 PM Sunset	10
SA School Spirit Week			
14 • PSAT Testing (Fr, So, Jr) • Senior Preview at AU (Virtual)	15 • Freshmen Vision Screening	16 • 7 PM Satellite • 7 PM Sunset	17
Alumni Weekend (Virtual)			
21 • 3:45 PM Faculty Meeting • 5 PM Finance Committee	22	23 • Mid Term Grades Due • Senior/Baby Yearbook Picture Deadline • 6:50 PM Sunset	24
28 • AM Classes Meet • 4 PM Parent/Teacher Conferences (Virtual)	29 • PM Classes Meet • 10:15 Assembly - Guidance • 2 PM Parent/Teacher Conferences (Virtual)	30 • 9 AM Class Devotions • 6:40 PM Sunset • 7 PM Vespers - NHS Members Only	31
12:15 PM Dismissal - Parent/Teacher Conferences			
Health Week			

Notes

Wednesday	Thursday	Friday	Saturday
<p style="text-align: right;">4</p> <ul style="list-style-type: none"> • International Student Thanksgiving Travel Plan Due • 3:45 PM Faculty Meeting • 7 PM Concerto Night Dress Rehearsal (HPAC) 	<p style="text-align: right;">5</p> <ul style="list-style-type: none"> • 3:45 PM International Student Committee 	<p style="text-align: right;">6</p> <ul style="list-style-type: none"> • 2:30 PM Concerto Night Dress Rehearsal (HPAC) • 5:32 PM Sunset 	<p style="text-align: right;">7</p> <ul style="list-style-type: none"> • 8 PM Concerto Night (HPAC)
<p style="text-align: right;">11</p> <ul style="list-style-type: none"> • 3:45 PM Feast of Lights Committee 	<p style="text-align: right;">12</p> <ul style="list-style-type: none"> • 6 PM AA Board Meeting 	<p style="text-align: right;">13</p> <ul style="list-style-type: none"> • 5:32 PM Sunset • 7 PM Satellite 	<p style="text-align: right;">14</p> <ul style="list-style-type: none"> • 10:45 AM Community Service Church
<p style="text-align: right;">18</p> <ul style="list-style-type: none"> • 3:45 PM Faculty Meeting • 5 PM Finance Committee 	<p style="text-align: right;">19</p>	<p style="text-align: right;">20</p> <ul style="list-style-type: none"> • 9 AM Class Devotions • 5:19 PM Sunset • 7 PM Class Vespers 	<p style="text-align: right;">21</p>
<p style="text-align: right;">25</p> <ul style="list-style-type: none"> • Noon Dismissal • Tuition #4 Due • 8:30 AM Devotions • 9 AM SA School Family Breakfast • 9:45 AM Quirky Turkey 	<p style="text-align: right;">26</p> <p style="text-align: center;">Thanksgiving Day</p>	<p style="text-align: right;">27</p> <ul style="list-style-type: none"> • 5:16 PM Sunset 	<p style="text-align: right;">28</p>
Thanksgiving Break			

Notes

Wednesday	Thursday	Friday	Saturday
2 • International Student Christmas Travel Plan Due • 3:45 PM Faculty Meeting	3 • 10:15 AM Assembly - NHS • 3:45 International Student Committee • 5:30 PM AA Volleyball Night	4 • 5:14 PM Sunset • 7 PM Vespers - Hosted by NHS	5
NHS Cause Week			
9 • 5 PM Finance Committee • 6 PM Feast of Lights Choral Dress Rehearsal (HPAC)	10 • 6 PM Christmas Pops Dress Rehearsal (HPAC)	11 • 8 AM FOL Rehearsal (PMC) • 5:14 PM Sunset • 7 PM Feast of Lights (PMC)	12 • 7 PM Christmas Pops (HPAC)
Moratorium			
16 • 9:25 AM 8:00 Class Final • 10:50 AM Devotions • 11:20 AM Noon Class Final	17 • 8:00 AM 10:15 Class Final • 9:25 AM Devotions • 9:55 AM 11:10 Class Final • 11:20 AM 2:25 Class Final	18 • 8:00 AM 1:30 Class Final • 9:25 AM Devotions • 9:55 AM 9:20 Class Final • 11:20 AM SA Christmas Party • 5:16 PM Sunset	19
Final Exams - 12:35 Dismissal - "No Early Departure Policy Applies"			
23	24 • Final Grades Due	25 Christmas Day • Tuition #5 Due • 5:20 PM Sunset	26
Christmas Vacation - December 21 - January 1			
30	31	1/1	
Christmas Vacation - December 21 - January 1			

Notes

Wednesday	Thursday	Friday	Saturday
		1 New Year's Day • 5:25 PM Sunset	2
Christmas Vacation - December 21 - January 1			
6 • 3:45 PM Faculty Meeting	7 • 3:30 PM SA Talent Show Auditions	8 • Seniors Deadline for Online, Independent, Homeschool Courses • 5:32 PM Sunset • 7 PM Agape Feast	9
13 • 3:45 PM Graduation Planning Committee	14 • 7:30 AM Bible Camp Orientation	15 • 5:40 PM Sunset	16
School Counselor Week			
20 • 3:45 PM Faculty Meeting • 5 PM Finance Committee	21 • 1:30 PM Leave for Winter Bible Camp	22 • 5:48 PM Sunset	23
Winter Bible Camp			
27	28 • 3:30 PM SA Talent Show Rehearsal	29 • Junior Honor Proposals Due • 10:45 AM Devotions • 10:45 AM Assembly - International • 12 PM International Food Fair • 5:57 PM Sunset	30
International Week			

Notes

Wednesday	Thursday	Friday	Saturday
<p>• 3:45 PM Faculty Meeting 3</p>	<p>4</p>	<p>5</p> <ul style="list-style-type: none"> • 6:06 PM Sunset • 7 PM Satellite 	<p>6</p>
<p>10</p> <ul style="list-style-type: none"> • 3:45 PM Graduation Planning Committee 	<p>11</p> <ul style="list-style-type: none"> • 5:30 PM Senior vs. School Basketball 	<p>12</p> <ul style="list-style-type: none"> • 8:55 AM Advisor Devotions • 6:15 PM Sunset 	<p>13</p>
<p>17</p> <ul style="list-style-type: none"> • 3:45 Faculty Meeting • 5 PM Finance Committee 	<p>18</p> <ul style="list-style-type: none"> • 6 PM AA Board Meeting 	<p>19</p> <ul style="list-style-type: none"> • 8:55 AM Class Devotions • 2:45 PM Class Vespers - Ice Skating • 6:24 PM Sunset 	<p>20</p>
<p>24</p> <ul style="list-style-type: none"> • International Student Spring Break Travel Plan Due 	<p>25</p> <ul style="list-style-type: none"> • Tuition #7 Due • 3:45 PM International Student Committee 	<p>26</p> <ul style="list-style-type: none"> • 9:50 AM Assembly - Black History • 6:33 PM Sunset 	<p>27</p> <ul style="list-style-type: none"> • 6:30 PM Black History Community Concert
Black History Week			

Notes

Wednesday	Thursday	Friday	Saturday
<p>3</p> <ul style="list-style-type: none"> • 3:45 PM Faculty Meeting • 5 PM AU Band & Piano Music Festival Starts 	<p>4</p> <ul style="list-style-type: none"> • 3:45 PM Student Affairs 	<p>5</p> <ul style="list-style-type: none"> • Mid Term Grades Due • 1:30 PM SA Banquet Prep • 6:41 PM Sunset 	<p>6</p> <ul style="list-style-type: none"> • 6 PM AU Chorale & Orchestra Festival Ends • 8 PM SA Banquet Prep
AU Band & Piano Music Festival			
<p>10</p> <ul style="list-style-type: none"> • PM Classes Meet • 10:15 AM Assembly - Guidance • 2 PM Parent/Teacher Conferences 	<p>11</p>	<p>12</p> <ul style="list-style-type: none"> • 6:49 Sunset 	<p>13</p>
<p>Noon Dismissal - Parent/Teacher Conferences</p>	Ed Tour - England		
<p>17</p> <ul style="list-style-type: none"> • 3:45 PM Faculty Meeting • 5 PM Finance Committee 	<p>18</p>	<p>19</p> <ul style="list-style-type: none"> • SA Officer Nomination • 7:57 PM Sunset 	<p>20</p>
Ed Tour - England			
<p>24</p>	<p>25</p> <ul style="list-style-type: none"> • Tuition #8 Due 	<p>26</p> <ul style="list-style-type: none"> • 8:05 PM Sunset 	<p>27</p>
Band/Bells Tour			
Spring Break (No School)			
<p>31</p> <ul style="list-style-type: none"> • Work Experience Form Due for Seniors • 3:30 PM NHS Selection Committee 			
<p>Band / Bells Tour</p>			

Notes

Wednesday	Thursday	Friday	Saturday
	1 • 2:25 PM Senior Registration at AU (PMC Commons) • 6 PM AA Board Meeting	2 • 10:15 AM Assembly - Academic Orientation • 10:15 AM Senior Class Meeting • 8:12 PM Sunset	3
7 • 3:45 PM Faculty Meeting	8	9 • 7 PM Community Week of Prayer Vespers • 8:20 PM Sunset	10
SA Election Poster Campaign			
Student Week of Prayer (8:50 AM Devotions)			
14 • Service Day • 8:30 AM Devotions	15 • 10:15 AM Assembly - Academic Advising	16 • 7 PM Satellite • 8:28 PM Sunset	17
Senior Class Trip			
21 • 3:45 PM Faculty Meeting • 5 PM Finance Committee	22 • 2022 Senior Class Officer Nomination Forms Due 2022 Senior Class Officer Nomination Forms Due	23 • 8:36 PM Sunset	24
Outdoor Ed - Biking Tour (TBD)			
28	29	30 • 8:43 PM Sunset	
Silhouettes/Orion Strings Tour			

Notes

Wednesday	Thursday	Friday	Saturday
			1
			Silhouettes/Orion Strings Tour
5 • ESL/International Students Field Trip • 3:45 PM Faculty Meeting	6	7 • 8:51 PM Sunset	8
SA Courtesy Week			
12 • 6 PM Orchestra & Vocal Dress Rehearsal	13 • 7 PM Orchestra & Vocal Spring Concert (HPAC)	14 • NHS Officer Elections • 8:55 AM Class Devotions • 7 PM Class Vespers • 8:58 PM Sunset	15
19 • 3:45 PM Faculty Meeting • 5 PM Finance Committee	20 • 6 PM AA Board Meeting	21 • 9:05 PM Sunset	22 • 5:30 - 9 PM SA Beach Vespers
Moratorium			
26 • 8 AM 10:15 Class Final • 9:25 AM Devotions • 9:55 AM 11:10 Class Final • 11:20 AM 2:25 Class Final	27 • Last Day of Classes • 8 AM 1:30 Class Final • 9:25 AM 9:20 Class Final • 10:50 AM Mizpah/Checkout • 7 PM Class Night (AA)	28 • 8:45 AM Jr/Sr Marching Practice • 10 AM Junior Class Meeting • 8 PM Consecration (Village) • 9:11 PM Sunset	29 • 9:30 AM Sabbath School (AA) • 11:45 Baccalaureate (PMC) • 8 PM Faculty/Senior Party
Final Exams - 12:35 Dismissal - No Early Departure Policy Applies			

Notes

JUNE 2021

Notes

	Sunday	Monday	Tuesday
_____			1

_____			Faculty Post Week
_____	6 • 8th Grade Grad Bash	7	8

_____	13	14	15

_____	20 Father's Day	21	22

_____	27	28	29

Wednesday	Thursday	Friday	Saturday
2	3 • International Student Committee	4 • Final Grades Due • 9:17 PM Sunset	5
Faculty Post Week			
9	10	11	12
16	17	18	19
23	24	25	26
30			

Notes
