



# *Sourcebook*

## **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;*

*&*

*the National Council for Private School Accreditation (NCPSA)*

telephone: (269) 471-3138  
fax: (269) 471-6368  
email: [academy@andrews.edu](mailto:academy@andrews.edu)  
website: [www.andrews.edu/aa](http://www.andrews.edu/aa)

Revised January 29, 2026

# Faculty & Staff

## Administration/Office

Ruben Perez-Schulz.....	Principal
Graciela Gaytan.....	Assistant to Principal/Business Manager/Student Accounts Manager
Gina Meekma.....	Administrative Assistant
Dionne Robinson.....	Guidance Counselor
Ivonne Segui Medina .....	Registrar

## FACULTY

Steven Atkins, BS, MA.....	Science
Jessica Catron, BS.....	English
Daniel Cerna, BMus.....	Chorale/Bells
Carrie Chao, BS, MA .....	Mathematics/Chemistry
Elsy Gallardo-Diaz, DMA .....	Band/Strings
Gabriel Johnson, BA .....	Religion
Samantha Mills, BA .....	Physical/Health Education
Gina Pellegrini, BA, MA.....	AAPT/Learning Specialist
David Sherman, BA, MA .....	History
Marah Silvestre, BA, MA .....	Spanish/Yearbook
Steven Toscano, MA.....	Religion
David VanDenburgh, BA, MA .....	English
Richard Wright, BS, MA.....	Mathematics/Science

## STAFF

Ayodele Greenidge.....	IT/Media Ministry
Ron Norton.....	Building Maintenance
Alia Pellegrini .....	Custodial

## SUPPORT STAFF

Alice Zappia .....	PFE 9-12 Coordinator
Lindsey Pratt, BA, MDiv.....	PMC Youth Pastor
TBD .....	Parents Positively Involved (Home & School Association)

# Table of Contents

<b>Andrews Academy .....</b>	<b>10</b>
ACCREDITATION .....	10
MISSION STATEMENT .....	10
VISION STATEMENT .....	10
CORE VALUES .....	10
MOTTO .....	11
BIBLE VERSE .....	11
PHILOSOPHY & OBJECTIVES .....	11
NATURE OF MAN .....	11
FREEDOM .....	11
LOVE .....	11
CREATIVITY .....	12
SENSE OF BEAUTY & RIGHTEOUSNESS .....	12
RESTORATION OF MAN .....	12
SOURCE OF KNOWLEDGE & WISDOM .....	12
PRINCIPLES & AIMS .....	12
<b>Andrews University .....</b>	<b>13</b>
JAMES WHITE LIBRARY .....	13
CENTER FOR ADVENTIST RESEARCH .....	13
INFORMATION TECHNOLOGY SERVICES (ITS) .....	14
REQUIREMENTS TO UTILIZE INFORMATION TECHNOLOGY RESOURCES .....	14
USER ACCOUNTS AND PASSWORDS .....	14
ANDREWS EMAIL USED FOR OFFICIAL COMMUNICATION .....	14
WIRELESS NETWORKS .....	14
PROHIBITED ACTIVITIES .....	14
CONTENT STANDARDS .....	15
PRIVACY AND CONFIDENTIALITY .....	15
RESOURCE LIMITS .....	15
RESULTS OF NON-COMPLIANCE WITH THIS POLICY .....	16
APPEAL PROCESS .....	16
SAFETY TIPS FOR USING INFORMATION TECHNOLOGY RESOURCES .....	16

<b>Student Life .....</b>	<b>17</b>
HOUSING.....	17
FOOD SERVICE.....	17
COMPUTER ACCESS.....	17
STUDY CENTER .....	18
CAMPUS MINISTRY .....	18
GUIDANCE COUNSELING SERVICE .....	18
PARENTS POSITIVELY INVOLVED.....	18
POLICY RELATIVE TO CHILD PROTECTION.....	18
GUEST REGISTRATION.....	18
SEARCH & SEIZURE POLICY .....	18
HARASSMENT POLICY .....	19
VANDALISM, THIEVERY, INFILCTION OF PERSONAL HARM, ETC.....	19
WEAPONS & OTHER DANGEROUS IMPLEMENTS .....	19
MEDICAL CENTER.....	19
STUDENT INSURANCE .....	19
STUDENT EMPLOYMENT.....	20
SCHOOL SAFETY & HOLD HARMLESS.....	20
ACTIVITIES & ORGANIZATIONS .....	20
RELIGIOUS SERVICES .....	20
<b>Admissions .....</b>	<b>20</b>
THE NORTH AMERICAN DIVISION OF SEVENTH-DAY ADVENTIST NONDISCRIMINATION POLICY	
STATEMENT FOR ADVENTIST SCHOOLS.....	20
APPLICATION PROCEDURE.....	20
TIME TO APPLY.....	21
ADMISSION REQUIREMENTS .....	21
READMISSION REQUIREMENTS .....	21
ADMISSION OF INTERNATIONAL STUDENTS .....	21
ADMISSION OF PART-TIME STUDENTS .....	21
<b>Academics .....</b>	<b>22</b>
ENROLLMENT .....	22
LATE ENROLLMENT .....	22
CHANGE IN PROGRAM .....	22

SELECTIVE CURRICULUM.....	22
COURSE LOAD .....	22
GRADE PLACEMENT .....	22
CLASS ATTENDANCE.....	23
MAJOR EXAMINATIONS .....	23
REPEATING COURSES .....	23
EVALUATION OF STUDENT PROGRESS.....	23
GRADE POINT AVERAGE.....	23
MIDTERM EVALUATION .....	24
ACADEMIC PROBATION .....	24
ALTERNATIVES TO TRADITIONAL CLASS WORK .....	24
TRANSFER OF CREDITS .....	24
ONLINE, SUMMER SCHOOL, & EVENING COURSE CREDIT .....	24
HOMESCHOOL CREDITS .....	25
RESIDENCE REQUIREMENTS .....	26
CHOOSING A DIPLOMA.....	26
THE SAT/ACT TESTS.....	26
ENGLISH CREDIT.....	26
FINE ARTS CREDIT .....	26
SOLID CREDITS .....	26
COURSE WORK DEADLINE.....	26
GRADUATION .....	26
COLLEGE ENRICHMENT PROGRAM.....	26
DUAL ENROLLMENT PROGRAM.....	27
EARLY GRADUATION .....	27
ACADEMIC ADVANCEMENT .....	27
LEARNING-DISABLED STUDENTS.....	27
ACADEMY GIFTED STUDENT PROGRAM .....	28
GRADUATION WITH ACADEMIC HONORS .....	28
SPECIFIED SOLID UNITS.....	28
<b>Courses of Instruction .....</b>	<b>30</b>
Business.....	30
English and Modern Languages .....	30

Fine Arts .....	33
Musical Arts .....	34
Health and Physical Education.....	35
History and Social Studies.....	36
Home Economics.....	37
Mathematics .....	38
Religion .....	38
Science .....	41
Technology and Applied Education .....	42
General Education.....	45
<b>Class of 2026-2029 Credit Work Sheet - College Preparatory Diploma.....</b>	<b>46</b>
<b>Class of 2026-2029 Credit Work Sheet - General Curriculum Diploma .....</b>	<b>47</b>
<b>Finances .....</b>	<b>48</b>
MONTHLY STATEMENT EXPLANATION .....	48
<b>Schedule of Fees/Charges 2025-26 .....</b>	<b>49</b>
TUITION CHARGES AND PAYMENT POLICY.....	50
PAYMENT PLAN.....	51
CALENDAR DATES.....	51
TOUR DISCLAIMER .....	51
TEXTBOOKS .....	51
IDENTIFY TEXTBOOKS.....	52
UNIFORMS .....	52
GYM UNIFORMS.....	52
FAMILY DISCOUNT .....	52
STUDENT ACTIVITIES AND EXTRA CHARGES .....	52
MISCELLANEOUS MONEY MATTERS .....	52
STUDENT EMPLOYMENT PAYROLL DEDUCTIONS.....	52
ATTENDANCE AT SCHOOL FUNCTIONS.....	52
TRANSCRIPTS .....	52
LATE REGISTRANTS .....	52
CHANGE IN CHARGES.....	53
WITHDRAWING STUDENTS.....	53
SPECIAL STUDENTS.....	53

FINANCIAL AID SCHOLARSHIP .....	53
PROJECT ASSIST.....	53
SUMMER MINISTRIES MATCHING POLICY.....	53
GIFTS AND BEQUESTS FOR STUDENT AID, SCHOLARSHIPS, AND ENDOWED FUNDS.....	53
ENDOWED FUNDS.....	53
<b>Student Handbook .....</b>	<b>56</b>
I. INTRODUCTION .....	56
II. CO-CURRICULAR ACTIVITIES .....	56
ANDREWS ACADEMY STUDENT ASSOCIATION .....	56
CLASS ORGANIZATION.....	57
CLUBS .....	57
STUDENT OFFICER ELIGIBILITY.....	57
SOCIAL ACTIVITIES.....	57
RECREATION .....	57
HEALTH AND FITNESS CENTER SAFETY PROCEDURES.....	57
ACADEMY YEARBOOK .....	58
KALEIDOSCOPE.....	58
SCHOOL TRIPS .....	58
STUDENT LEADERSHIP .....	58
COMPUTER ACCESS.....	58
III. STUDENT CITIZENSHIP.....	58
CITIZENSHIP STANDARDS .....	58
DISCIPLINE REFERRAL GUIDELINES .....	59
DISCIPLINE.....	59
CITIZENSHIP REFERRAL PROCEDURE .....	60
HARASSMENT/BULLYING .....	61
SENIORS ON PROBATION .....	61
ACADEMIC DISHONESTY .....	61
PUBLIC DISPLAY OF AFFECTION .....	61
GENDER, PRONOUNS, AND ROMANTIC RELATIONSHIPS .....	61

LEAVING SCHOOL .....	62
ARRIVAL AND DEPARTURE .....	62
CLASS SCHEDULE ADJUSTMENT REQUEST (CSA) .....	62
INTERNET SAFETY POLICY .....	62
ACCESS TO INAPPROPRIATE MATERIAL.....	62
INAPPROPRIATE NETWORK USAGE.....	62
EDUCATION, SUPERVISION, AND MONITORING.....	62
IMPLEMENTATION PLAN .....	62
SOCIAL MEDIA.....	63
ELECTRONIC DEVICES POLICY.....	63
LUNCH .....	64
SKATEBOARDS, ROLLER BLADES, AND HOVERBOARDS .....	64
SNOW THROWING .....	64
DAMAGE TO SCHOOL PROPERTY .....	64
REGARD FOR OTHERS' SAFETY .....	64
WHAT TO WEAR AT ANDREWS ACADEMY .....	64
IV. ATTENDANCE .....	66
ABSENCES.....	66
PRE-ARRANGED ABSENCES .....	66
TARDINESS.....	66
SICK DAYS .....	66
DEVOTIONAL SERVICES AND ASSEMBLIES .....	67
ATTENDANCE EVALUATION .....	67
PROCEDURES.....	67
STUDY HALLS.....	68
V. GUIDANCE COUNSELOR SERVICES.....	68
VI. VEHICLE CODE.....	68
VEHICLE USE.....	68
VEHICLE REGISTRATION .....	68
BICYCLE REGISTRATION .....	68

VEHICLE PARKING.....	68
VEHICLE PRIVILEGES.....	68
OFF-CAMPUS ACTIVITY TRANSPORTATION .....	68
VII. GENERAL .....	69
STUDENT IDENTIFICATION CARDS .....	69
LOST AND FOUND .....	69
SCHOOL TELEPHONE .....	69
EATING IN THE SCHOOL BUILDING .....	69
LOCKERS .....	69
BACKPACK/BAG POLICY.....	69
EMERGENCY EVACUATION.....	69
TORNADO SAFETY .....	69
EMERGENCY NOTIFICATION/ SCHOOL CLOSURE .....	69
BERRIEN RESA INCLEMENT WEATHER POLICY .....	70
STUDENT EMPLOYMENT.....	70
POSTING OF ANNOUNCEMENTS AND SIGNS.....	70
LUNCH PROGRAM .....	70
INTERPRETATION .....	70
PROCESS OF APPEAL AT ANDREWS ACADEMY .....	70
ADDITIONAL POLICIES .....	71
VIII. STUDY CENTER (LIBRARY) .....	71
IX. FACULTY ADVISORS.....	71
X. AWARDS.....	72
XI. CONSTITUTION OF THE STUDENT ASSOCIATION OF ANDREWS ACADEMY .....	74
AMENDMENTS TO THE CONSTITUTION.....	76
<b>International Student Handbook .....</b>	<b>77</b>
DISCIPLINE/RULES.....	77
HOMESTAYS .....	77
TRAVEL PLANS.....	78
DRESS AND SCHOOL UNIFORM RULES.....	78
SCHEDULE, ATTENDANCE, AND GRADES .....	78

CHAPELS, ASSEMBLIES, AND VESPERS .....	78
ENGLISH IMMERSION.....	79
AGENCIES .....	79
CONTRACTS.....	79
ORIENTATION.....	79
PARENTAL AND STUDENT COMMITMENT .....	79
<b>Partnering for Eternity Program Handbook.....</b>	<b>80</b>
<b>Andrews University Office of Campus Safety Academy Vehicle Registration Process.....</b>	<b>85</b>

#### **ADDITIONAL POLICIES**

This is a living document that will be updated as needed. All regulations announced by the administration in school assemblies or published in the emailed *E-Sanjo*/Announcements have the same significance as those contained in this publication.

# 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, which 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 accommodation for pre-first through 8th grade. The Academy, grades 9 through 12, with its substantially increased enrollment, was then relocated to 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; the Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools; and the National Council for Private School Accreditation (NCPSA).

## MISSION STATEMENT

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

## VISION STATEMENT

Andrews Academy will be a premier Seventh-day Adventist secondary institution where students think deeply, live fully, serve unselfishly, and honor God completely.

## CORE VALUES

To restore in man the image of His maker, Andrews Academy is committed to 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 secondary day school, operated by Andrews University to provide a Seventh-day Adventist Christian education for youth. 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 of 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 Academy 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 continuing development of human beings involves establishing within the individual a value system based on the word of God. This system provides a sense of what is worth doing and the ability to recognize when it is done well.

#### RESTORATION OF MAN

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

#### SOURCE OF KNOWLEDGE & 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 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, straightforward 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 Adventist Church. 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 several 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 [helpdesk@andrews.edu](mailto:helpdesk@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 Academy 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 and Andrews Academy 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](http://andrews.edu/services/its/peer-to-peer-file-sharing-policy))
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 disrupts 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/school and must not include the following: 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 during 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 based on instructions from the University's cabinet level administration.

#### RESOURCE LIMITS

Several 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

If 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 deactivating 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. 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 several 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 will lose any time or money you spend.
- Spyware (software that is installed on your computer automatically because 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 with 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](mailto:filteradmin@andrews.edu).

- Viruses transmitted through email attachments are screened via systems that attempt to remove email attachments that contain viruses. This blocks most 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 despite filtering at the system firewalls. Keeping operating systems and antivirus software up to date is 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 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 eliminate them. It is the responsibility of each student to be alert and vigilant in their actions in the online environment to avoid these hazards.

## Student Life

Neither Andrews University nor Andrews Academy discriminates based on 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 exceptions 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 can 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 and faculty. To buy lunch, an Andrews University ID card is required, and funds (for a minimum of 20 meals) need to be added to the card in advance via this [website](#) or the AA main office (cash or check).

### COMPUTER ACCESS

Chromebooks and laptops, as well as desktop computers in the library, are available for students to use for a wide variety of educational purposes only.

Each student is required to sign and abide by the Computer Acceptable Use Policy.

Laptops are available for students to borrow for use during the school year, provided that a Technology Equipment Loan Agreement form is signed by a parent/guardian and the student. The parent/guardian agrees to assume responsibility for the replacement of the item should it be lost, stolen, or damaged while loaned to their child. Laptops and chargers must be returned at the end of the school year (or at withdrawal) in good working order in the original box.

#### **STUDY CENTER**

The Edith C. Davis Library houses our Study Center, which is designed with the following elements in mind:

1. Academic Learning: Students are encouraged to use this space in which resources are provided for learning. This includes checking out Chromebooks for educational purposes.
  - Homework club
  - Tutoring
  - Small-group learning
  - SAT/ACT preparation
  - Project center
2. Social Interaction: Students may gather at the appropriate times for social interaction and engagement.
3. Spiritual Growth: Students will have the opportunity to select Bible study materials from our selections of lessons. Studies can be completed in groups or individually.

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. This youth pastor is often available for counseling and participates with the students in a variety of religious activities.

#### **GUIDANCE 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 the following: individual guidance and counseling; assessment, recommendations, and referrals; and educational, college, and career counseling. The Andrews Academy Guidance Department partners with Andrews University to offer counseling and testing services to all students. The Guidance Counselor 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 people entering the school either for business or visitation are to register at the office. After entering the building, guests and people 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**

The Andrews Academy administration and faculty are authorized to conduct search and seizure proceedings. School lockers, student backpacks/bags, and, in some

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 Campus 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. 61).

Andrews Academy reserves the authority to censor any speech that could disrupt a safe education environment. Any item, including clothing, that causes students or staff to feel unsafe, substantially disrupts a school activity, or otherwise conflicts with our institutional values is prohibited. Examples include, but are not limited to, displays of the Confederate flag, swastikas, racial or ethnic slurs, profane or violent language, weapons, gang-related symbols, etc. This policy covers all on-campus and off-campus school-sponsored activities (including both in-person and remote learning environments).

#### **Andrews University's Title IX Policy:**

[https://bulletin.andrews.edu/content.php?catoid=22&n  
avoid=5327#title-ix](https://bulletin.andrews.edu/content.php?catoid=22&navoid=5327#title-ix)

#### **VANDALISM, THIEVERY, INFILCTION 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 most of such issues, calling upon the resources of the school and the families to bring about appropriate resolution. If 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 Campus 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 in 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 several auxiliary enterprises where its students may defray a portion of their expenses through part-time employment. Some of the 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 addressed 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 Academy. It is therefore expressly understood that the student will hold Andrews Academy harmless if any type of injury should be incurred. Any unsafe practices, including but not limited to running, climbing, rough-housing, horseplay, etc., are forbidden.

#### ACTIVITIES & 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, 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 they 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, most 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 a formal application, go to [www.andrews.edu/AA](http://www.andrews.edu/AA), click on Apply Now, and fill out the online application form. Financial clearance is required, and the enrollment fee must be paid before the admissions procedure can be completed. A \$100 fee

will be collected at completion of application/enrollment.

#### TIME TO APPLY

The preferred time to apply 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 re-enroll online. Students who are on probation will be subject to 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 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 schoolwork 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 based on 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.

The tuition rate is as indicated in the financial section of this publication. The maximum annual credit permitted for a part-time student is 3.0 units, including one unit (one course per semester) of religion. 3.1 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. Approval of the student will then be considered by the Admissions Committee.

The part-time student should plan his/her schedule so that it coordinates with other obligations in the student's program. Morning devotions are an important part of our program. If the student has any class adjoining before or after morning devotions, attendance is required. Attendance at Assemblies and study halls 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. Part-time students must enroll in a religion course each semester.

2. Students enrolled in 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.

3. 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.

4. Students who are not enrolled full-time (3.1 credits per semester and above) will not qualify for four-year

senior/graduation status and may not hold an office or participate in any of the official graduation exercises.

5. Where students have been registered and billed for 2.5 – 3.0 credits and subsequently modify their schedule to less than 2.5 credits, any tuition adjustment will be effective the date of schedule change.

6. Part-time students are required to be present for and take scheduled standardized tests.

7. Any bulletin changes for the current year apply to part-time students, regardless of the student's enrollment date.

## Academics

### ENROLLMENT

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 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 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.

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 at least 22 credits, meeting the specifically stated graduation requirements.

#### CLASS ATTENDANCE

Regular and punctual attendance is required for 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. If the student has this problem, he/she should make contact in advance with the front office staff—i.e. 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 based on 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

#### Offering Incompletes (deferral of a regular final letter grade):

A student may receive an "Incomplete" (I) in a subject because of a documented illness and or extenuating circumstances. The final decision regarding the granting of an Incomplete is to be determined by the Academic Affairs Committee in consultation with the teacher. The missing work must be completed no later than 30 days after the grading period in which they received an incomplete. If the work is not completed within this time limit, the incomplete automatically reverts to the grade they earned.

#### 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 on 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 2.0 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 and participation in any overnight trips.

When the student's current GPA becomes 2.0 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 6.5 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 6.5 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 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 done in the senior year must be completed by the **first Friday of second semester** or

they cannot sign up for any tours. Approved coursework must be completed within the year it was requested.

#### HOMESCHOOL CREDITS

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.

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 gradebook 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 ensure 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 consider 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 eligible to participate in groups such as Top Scholars, National Honor Society, College Enrichment, Graduation with Academic Honors (and all other unique programs under the direction of Andrews Academy). Organizational leadership positions are reserved for full-time Andrews Academy students.

In instances where future enrollment at Andrews Academy is anticipated, it is recommended that the parent/teacher of a homeschool program consult with the Academy registrar/vice principal/guidance counselor 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 6.5 per year. Please note that 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 requirements, please refer to the credit work sheet charts on pages 46 & 47). 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 TESTS**

At Andrews Academy, students are encouraged to take the Scholastic Aptitude Test (SAT) and/or American College Testing (ACT) during their junior year and/or during the first semester of the senior year. The SAT is often offered at the Academy in October.

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

Results obtained on the tests 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 tests. 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 regular 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.

Graduation is a privilege and not a right. The administration of Andrews Academy reserves the right to deny participation in the graduation activities to any student who does not meet the established criteria for academic and citizenship/conduct standards.

During the graduation activities, any student who refuses to abide by the specific instructions/guidelines that are given by the class sponsors, faculty, and/or administrators will be denied the privilege of continued participation in the remaining graduation ceremonies/exercises.

#### **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 a current GPA of 3.0 or higher before they apply to the program. Applications 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 partner with Andrews University to offer dual enrollment. This program offers qualified Andrews Academy students the ability to take approved courses at Andrews University while receiving both high school as well as college credit.

Dual Enrollment application criteria are as follows:

- Must be a junior or senior and enrolled full time at Andrews Academy with a cum. GPA of 3.5 or higher and seeking a College Prep Diploma.
- 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 puts forth honest effort, AAPT will help him/her experience academic success.

This service is provided by the Guidance Counselor, 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 Counselor, 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 towards 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, 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 ACADEMIC HONORS

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 their curiosity, they read books and do not limit themselves to the textbooks required for a given course.
2. Honors students take academic risks. That is, they do not limit themselves to subjects where they are certain of a high grade but are willing to stretch beyond the known and the comfortable and to risk failure in areas where they are not strong and need more practice.
3. Honors students do not shy away from writing. They take writing courses that may challenge their current level of performance. The ability to write well certainly is a necessary skill for all who consider themselves honors students. 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 description below.)

#### SPECIFIED SOLID UNITS

Please note the prerequisites for these classes when planning.

- **Science:** Physics, Chemistry, Dual Enrollment at AU
- **Math:** Precalculus, Dual Enrollment at AU
- **Language:** Spanish II, Dual Enrollment at AU
- **English:** CPW, Dual Enrollment at AU
- **Social Studies:** Dual Enrollment at AU

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 during the second semester of the junior year (no later than the last Friday in January). The application form is available in the main office.

# Courses of Instruction

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

## Business

<b>Business Accounting</b>	<b>.5 unit</b>
<b>Career Planning</b>	<b>.5 unit</b>
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.	
<b>Marketing</b>	<b>.5 unit</b>
A study of marketing concepts and activities emphasizing wise personal consumer practices, employee effectiveness, and current business strategies.	
<b>Personal Finance</b>	<b>.5 unit</b>
This 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.	
<b>Real Estate &amp; Business Acquisition</b>	<b>.5 unit</b>

## English and Modern Languages

<b>American Classics I</b>	<b>.5 unit</b>
Emphasis will be on sections of poetry and narrative literature from colonial times through the Civil War. Written analysis is required. Literature credit. <i>Prerequisite:</i> English I and II.	
<b>American Classics II</b>	<b>.5 unit</b>
Literary works from 1865 to present are chosen for study in this course. The literature read may vary each time the course is offered, but it will be of equal rigor and depth. Written work and oral interpretation also constitute an integral part of the course. Literature credit. <i>Prerequisites:</i> English I and II.	
<b>American Ethnic Literature</b>	<b>.5 unit</b>
This course is 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. <i>Prerequisites:</i> English I and II.	
<b>Beginning English Composition and Literature</b>	<b>.5 unit/sem.</b>
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**

This is a course designed to immerse upper division students in some of the best British literature that has been written and spoken in the English language from the British Medieval to the Early Modern periods. In addition to giving 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. *Prerequisites:* English I and II.

**British Classics II****.5 unit**

This course is designed to immerse upper division students in selected works of British literature written from the Early Modern period to the twentieth century. Students will pay attention to the cultural and historical climate in which various literary forms emerged, with special attention paid to the genre of Satire. *Prerequisites:* English I and II.

**Children's Literature****.5 unit**

This course 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. *Prerequisites:* English I and II.

**Educational Tours****.5 unit**

These 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; Atlanta; the South; and England. The courses meet throughout the 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. 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 semesters.

**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. 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 international student will be prepared to take the regular English classes. Two hours per day during the spring semester.

**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. *Prerequisites:* English I and II. Second Semester.

**Literary Composition****.5 unit**

This course is 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. *Prerequisites:* 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. *Prerequisites:* 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.

**Shakespeare Literature****.5 unit**

Studying three genres – comedy, tragedy, and history – British Literature: Shakespeare explores history's most prolific playwright, his stage, theater, and historical context, concentrating on *A Midsummer Night's Dream*, *Richard III*, and *Macbeth*. The course emphasizes critical reading, textual analysis, and expository writing. *Prerequisites:* English I and II.

**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 the same year.

**Spanish II****.5 unit/sem.**

A review and enhancement of the major grammatical structures 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. *Prerequisites:* English I and II. Second semester

## Fine Arts

**Note:** Art classes will include a lab fee.

**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 "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 hand building methods: pinch pot, slab, and coil; as well as working on the potter's wheel. Students will learn how to prepare clay for working, glazing, and firing, as well as 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.

### **Music and the Christian**

**.5 unit**

This course will explore the connections between music and the Christian experience. Using the Bible, church writings, and other research, students will begin to develop and cultivate their own set of beliefs regarding the theology of music and its use in corporate worship and daily life.

### **Chorale**

**.3 unit/sem.**

Open to all students, this course teaches basic vocal production, part singing, and sight-reading. Students perform approximately twice per semester. This course is ideal for those interested in developing the skills necessary to be accepted into the Silhouettes. Participation in performances and certain rehearsals outside of school hours are required and part of the student's grade. *Prerequisite:* Meeting with the instructor for vocal placement. First and second semesters (year-long registration required).

### **Silhouettes**

**.5 unit/sem.**

This is a select ensemble, which focuses on high-level choral singing of advanced and diverse repertoire. Students will improve their vocal technique, continue to advance in sight-reading, and learn how to interpret choral scores. All performances, tours, and rehearsals both inside and outside of school hours are required and part of the student's grade. *Prerequisite:* Admission by audition and selection by the instructor. First and second semesters (year-long registration required).

### **Resound (Handbell Ensemble)**

**.5 unit/sem.**

This course is for proficient sight-readers with good rhythmic ability who wish to develop an understanding of handbells and proper ringing technique. The ensemble will perform advanced repertoire, develop ensemble skills, and learn proper handbell care. All performances, tours, and rehearsals both inside and outside of school hours are required and part of the student's grade. This ensemble performs regularly outside of school hours. *Prerequisite:* Sight-reading proficiency. Membership is by audition or permission of the instructor. First and second semesters (year-long registration and commitment required).

### **Orion Strings**

**.5 unit/sem.**

This course provides performance experience for advanced string players. Individual effort, commitment, and preparation are a must. Orion Strings members are also members of the Symphony Orchestra. All rehearsals, performances, and tours are obligatory once the student is accepted into the ensemble. This ensemble performs regularly outside of school hours. *Prerequisites:* Concurrent enrollment in private lessons. Substantial experience/training on a string instrument. Membership is by audition or permission of the instructor. First and second semesters (year-long registration and commitment required). This course will require a tour fee (see schedule of fees) and a uniform.

### **Symphony Orchestra**

**.3 unit/sem.**

This course provides performance experience for string, brass, woodwind, and percussion players. This course is designed to promote the advancement of individual and ensemble skills through performance of quality literature. All rehearsals, performances, and tours are obligatory once the student is accepted into the ensemble. This ensemble performs regularly outside of school hours. *Prerequisites:* Ability to read notes and rhythms fluently, and experience playing a string, brass, woodwind, or percussion instrument. Enrollment in private lessons is strongly recommended.

Membership is by audition or permission of the instructor. First and second semesters (year-long registration and commitment required). This course will require a uniform.

**Symphonic Band****.5 unit/sem.**

This course is designed to promote the advancement of individual and ensemble skills through performance of quality literature. All rehearsals, performances, and tours are obligatory once the student is accepted into the ensemble. This ensemble performs regularly outside of school hours. *Prerequisites:* Ability to read notes and rhythms fluently, and experience playing a band instrument (brass, woodwind, or percussion). Membership is by audition or permission of the instructor. First and second semesters (year-long registration and commitment required). This course will require a tour fee (see schedule of fees) and a uniform.

**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, instrumental and voice lessons are available for free through the Berrien Springs Partnership (for eligibility, requirements, and detailed information on the program, go to [www.homeoftheshamrocks.org/schools/parent-partnership](http://www.homeoftheshamrocks.org/schools/parent-partnership)). Registration deadlines are strict and usually close before school starts. Please take advantage of this extraordinary program!

## Health and Physical Education

**Aquatic Activities****.3 unit**

This 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 in the first semester at the AU pool.

**Body Conditioning and Toning****.3 unit**

This course is designed for fitness enthusiasts or those that are seeking knowledge about fitness. Students will be exposed to various fitness concepts such as the following: 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.

**Introduction to Gymnastics****.3 unit****Lifeguard Training****.3 unit**

This is a semester course which provides entry-level participants with 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 students pass the

course, they will receive their Lifeguard certification, CPR, and AED certifications, which will require an additional \$35 for the certificates. This class will be offered second semester at the AU pool and AA classroom.

**Lifetime Activities****.3 unit**

This course is designed for students to develop knowledge and skills related to racquet or net sport activities. The students can 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.)

**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.

**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)

**Running Fit Tour****.3 unit**

This 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 students' 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 the following: 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  
This course 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  
These 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 the 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.

**Latin American Culture I & II** .5 unit each

**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  
This course 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.

## Home Economics

**Foods and Nutrition** .5 unit  
This course introduces the principles of nutrition and food preparation. It will include kitchen basics and the 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 students with experience in preparing various items from each of the food groups. Includes a lab fee charged to the student's account.

**Home Skills—Home Ec****.5 unit**

This course introduces and practices 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.**

These courses are 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 foundation 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:* Passing Algebra I.

**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.

## 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  
This course focuses on the reality of God, His character, and how He is a God worth knowing during the first semester, along with a focus on Jesus' first advent as God on earth - from His birth to the start of His ministry. During the second semester, students will then explore the week of the cross, Jesus' death and resurrection, and then the four gifts that God has given: Creation, Sabbath, Grace, and Character. (Freshmen only)

**Encountering Jesus 10** .5 unit  
For the first semester, students will explore the stories/lives of Hosea and David. For Hosea, the extreme love of God is the focus, while David's story shows why he was a "man after His heart." The second semester will shift into a focus on the messages from Jesus - such as the Sermon on the Mount - and then look through the Book of Acts and how the early church had a heart to share these messages from Jesus

**Encountering Jesus 11** .5 unit  
The primary focus for this course is to uncover the two primary prophetic books of the Bible: Daniel and Revelation. The first semester will advance through Christian church history and recognize how the Bible has stood the test of time. This historical overview shapes the discovery of the Book of Daniel, which declares that God is the sovereign King. The second semester moves through the Book of Revelation, bringing hope that Jesus is the worthy Conqueror. Lastly, students will study the development of the Seventh-day Adventist Church from William Miller to the present, with a focus on Adventism and the second coming.

**Encountering Jesus 12** .5 unit  
Through this course, students will explore world religions and navigate the foundation of their own faith. Students will determine how to relate to suffering, the questions of life's purpose, and various ethical dilemmas faced when in this world, while dealing with contemporary moral and ethical issues within the context of Biblical principles. The second semester focuses on relationships and what the Bible teaches about God's design for friendship, dating, marriage, and family. Lastly, this course studies the gospel story as recorded by John, the apostle. A devotional approach will be used to explore and learn this course content.

**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.

**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.

**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.

**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.

**Life Choices** .5 unit

This course 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 aid 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 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.

**Minor Prophets** .5 unit

Students will explore the lives and dedication of the Old Testament Prophets. A survey of the Israelite nation during the time of the Minor Prophets, such as Joel, Amos, Obadiah, Jonah, Micah, etc. will disclose the importance of our choices and thus consequences.

**Narrative Theology** .5 unit

This course explores a few of the famous and not-so-famous narratives/stories of Scripture, ranging from the Old Testament to the New Testament. Bible study skills like highlighting, recognition of rhetorical devices (repetition, shaping of characters through linguistic attributes, etc.) will be taught alongside the study of key stories like the burning bush, the feeding of the 5,000, 1 Kings 19, Jeremiah 38, etc.

**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.

**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 course, 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 course. Membership in the course is subject to conditions outlined in the course contract/syllabus. Textbook: *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 through a journey in the Book of Romans.

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

Service Outreach Witness - This course 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 course culminates in a mission trip to another country. Students must be registered for the course to attend the trip and must attend the trip to complete the course. There is an extra cost. The course is typically offered biannually on odd numbered years.

**Thought and Christian Life** .5 unit

Students will learn to improve their thinking processes, deepen their faith and manage their mental health from a biblical perspective.

**World Views and Religions** .5 unit

A study of worldviews, 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 principal 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  
This 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  
This 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 integrated introduction to physics and chemistry. It covers fundamental concepts such as motion and forces, energy, waves, matter, chemical reactions, and application of chemistry. *Prerequisite:* 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.

**Advanced Computer Applications** .5 unit

**Auto Body Repair** .5 unit  
This is an introductory course that teaches basic principles 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 workflow 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.

<b>Auto Suspension &amp; Brakes</b>	<b>.5 unit</b>
<b>Basic Computer Skills</b>	<b>.5 unit</b>
<b>Bike Repair</b>	<b>.5 unit</b>
An 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, and traffic regulations as applied to bikes and bike routes.	
<b>Introduction to Computer Programming</b>	<b>.5 unit</b>
<b>Introduction to Microsoft Suite</b>	<b>.5 unit</b>
Learn the basics of Microsoft Suite programs including Word, Excel, PowerPoint, and Publisher. Microsoft Office programs are very useful and common programs to analyze, organize, and represent data. It is sure that students who learn these programs successfully will take advantage of them during their educational period and work life.	
<b>Engine Rebuild</b>	<b>.5 unit</b>
<b>Fundamentals of Suspension and Brakes</b>	<b>.5 unit</b>
This course covers the theory, design, operation, troubleshooting and repair of brakes, steering and suspension systems of most automobiles. Lectures, demonstrations, and practical lab experience also emphasize proper and safe use of tools and equipment.	
<b>Go-Karts</b>	<b>.5 unit</b>
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.	
<b>Graphic Design</b>	<b>.5 unit</b>
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.	
<b>Home Skills—Shop</b>	<b>.5 unit</b>
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.	
<b>Introduction to Computer Science Using Java</b>	<b>.5 unit</b>
This class is designed for students with no programming experience and uses 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, and it is designed to introduce and teach the concepts of computer programming and the use of its languages. The objective is to get oriented in programming.	
<b>Introduction to Industrial Arts</b>	<b>.5 unit</b>
This class provides specialized intro skills related to a variety of occupations. Emphasis is placed on employability, academic and occupational skills enabling student transition to the workplace or postsecondary education. Industrial education programs are organized around three distinct program clusters: construction, manufacturing, and transportation.	

<b>Nautical Arts</b>	<b>.5 unit</b>
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, 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.	
<b>Personal Auto Care</b>	<b>.5 unit</b>
<b>Photo Media</b>	<b>.5 unit</b>
This class 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.	
<b>Robotics</b>	<b>.5 unit</b>
<b>Small Engines</b>	<b>.5 unit</b>
<b>SOW Safari</b>	<b>.5 unit for religion or applied arts</b>
Service Outreach Witness - This class 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 to complete the class. There is an extra cost. The class is typically offered biannually on odd numbered years.	
<b>Videography</b>	<b>.5 unit</b>
An introduction to video production. This class offers students an opportunity to be creative by learning and developing skills and techniques of video production and post-production. Students will work on a certain project (individually or in groups) producing, directing, shooting, and editing and attend workshops or seminars to enhance their skills. The objective of this class is highly student centered, project-based, hands-on, and results driven.	
<b>Welding</b>	<b>.5 unit</b>
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.	
<b>Woodworking</b>	<b>.5 unit</b>
A beginning level course providing experience and instruction in bench and machine work, carving, turning, veneering, and laminating.	
<b>Yearbook</b>	<b>.2 unit</b>
The course or club deals with the production of the school yearbook, <i>The Silhouette</i> . Students will learn about basic digital photography and will also develop their talents in layout, copy, design, advertising, and photography. Permission of the instructor and sophomore standing or above are required. First and second semester.	

# General Education

## 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.

## 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. In cases where the student is not able to secure employment due to visa issues or other special circumstances, 90 hours volunteer\* work is acceptable.

**Note:** Work is a paid job outside of the home. \*Volunteer work is any activity for which you could potentially get paid (e.g. babysitting, lawn mowing, photography, pet sitting, A/V, etc.). Volunteer hours may not be part of required school activities—such as community service day, NHS service activities, part of class/school officer responsibilities, or other similar activities. Also, volunteer hours may not be part of family responsibilities.

**ANDREWS ACADEMY**  
**Class of 2026-2029 Credit Work Sheet**  
**College Preparatory Diploma**

Departments	Required Courses	Credit Required	Credit Earned	Still Needed
ENGLISH	English I (9th) English II (10th) 1 semester composition (CPW) 1 semester literature English electives	1.0 1.0 0.5 0.5 1.0		
MODERN LANGUAGE	Two units (2.0) of same Modern Language	2.0		
SOCIAL STUDIES	U.S. History—junior year U.S. Government—seniors/juniors only Social Studies electives	1.0 0.5 1.5		
MATHEMATICS	Algebra I, Geometry, Algebra II <i>(a 4<sup>th</sup> math is recommended and may be required in some colleges/programs. Algebra IA and IB count as one credit)</i>	3.0		
SCIENCE	Biology I or equivalent <i>(a 4<sup>th</sup> science is recommended and may be required in some colleges/programs)</i>	3.0		
<b>Total Solids</b>	<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>	<b>15.0</b>		
PRACTICAL ARTS	Must include 2 of the following 3 areas: Business Education, Home Economics, Technical Education	1.5		
FINE ARTS	Minimum—one semester of any art or full year of music course; more is recommended.	0.2		
PHYSICAL EDUCATION AND HEALTH	Physical Education—0.9 units (one every year that Health is not taken) plus Health—0.5 units	0.9 0.5		
RELIGION	One unit for each year in attendance at an Adventist secondary school. ( <i>Must take one every semester in attendance</i> )	4.0		
WORK EXPERIENCE	180 total clock hours—requires submission of Work Experience Form signed by work supervisor.	0.5		
GENERAL EDUCATION ELECTIVES	Enough to make Grand Total at least 24 units			
<b>Total General Education</b>				
<b>Grand Total</b>	Solid units plus General Education units  Minimum of 24 units for College Preparatory Diploma	24		

**ANDREWS ACADEMY**  
**Class of 2026-2029 Credit Work Sheet**  
**General Curriculum Diploma \***

\* I understand that this Diploma may not meet admission requirements for some colleges. \_\_\_\_\_

Signature and Date

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		
<b>Total Solids</b>	General Curriculum Diploma Solids Requirement	<b>7.5</b>		
PRACTICAL ARTS	Must include 2 of the following 3 areas: Business Education Home Economics Technical Education	1.5		
FINE ARTS	Minimum—one semester of any art or music course. More is recommended.	0.2		
PHYSICAL EDUCATION AND HEALTH	Physical Education–0.9 units (one every year that Health is not taken) plus Health–0.5 units	0.9 0.5		
RELIGION	One unit for each year in attendance at an Adventist secondary school. ( <i>Must take one every semester in attendance</i> )	4.0		
WORK EXPERIENCE	180 total clock hours—requires submission of Work Experience Form signed by work supervisor.	0.5		
GENERAL EDUCATION ELECTIVES	Enough to make Net Total at least 22 units			
<b>Total General Education</b>				
<b>Grand Total</b>	Solid units plus General Education units - Minimum of 22 units	<b>22</b>		

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

# 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, month two billing 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 a family discount and denominational subsidy, 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 the first Monday in May 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 provided by Andrews University's Dining Services. Payments may be made online via TouchNet or by cash or check in the AA main office. Questions may be directed to Andrews Academy (269-471-3138 or [academy@andrews.edu](mailto:academy@andrews.edu)).

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.

The 2025-2026 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.

# Schedule of Fees/Charges 2025-26

<b>TUITION</b>	
Above 3 units of credit to 6.5	\$10,650.00
Ten monthly payments (Aug. - May)	\$1,065.00
Above 6.5 Units, per unit (overload charge)	\$1,675.00
Part time student (3 units or less), per unit	\$1,980.00
College Enrichment/Dual Enrollment, per credit	\$300.00
Carrying Charges (see description under Miscellaneous Money Matters in Sourcebook)	1% -unpaid bal.
Lab fees, per lab (Art, Business, Home Economics, Technology)	\$150.00
Lifeguarding (includes certification & facility use)	\$150.00
Aquatics	\$50.00
Music instrument rental fee	\$50.00
Application Fee (Enrollment) Non-refundable	\$100.00
Late Registration (in addition to application fee)	\$50.00

<b>GENERAL</b>	
Credit by exam test fee	\$25.00
Earned credit by exam per unit of credit (includes test fee)	\$100.00
Early Departure Exam Fee	\$20.00
Failure to Follow Required Check-Out Procedure	\$25.00
Grade Change	\$5.00
Home School Course Evaluation, per course	\$25.00
Locker Damage	\$25.00
Lunch per month (2025-2026 subsidized rate of \$7.06 per meal - 20 meals)	\$141.20
Schedule Change (after deadline)	\$5.00
Transcript Fee (depending on date required)	\$15.00
Returned Check	\$40.00
Vehicle Registration	\$10.00
Textbooks (range from \$300 - \$650)	\$650.00
AA & PE Uniforms (range \$25 - \$150) - Lands' End	\$150.00
Replacement ID Cards - AU Administration Building	\$30.00

Costs may vary

<b>INTERNATIONAL</b>	
International Student Deposit	\$2,000.00
International Student Housing (negotiated with host family)	Arranged
International Student Insurance (approximate AU charge)	\$2,000.00
International Student Registration Fee	\$250.00

STUDENT CHOICES	APPROX DATE	# OF SCHOOL DAYS	APPROX COST
SA Event	September	-	TBD
SciFest	October	1.5	\$80.00
Lake Union Leadership Seminar (school leaders)	October	1.5	\$50.00
SA Service Project	December	-	\$15.00
Winter Bible Camp (limited to 80 people)	January	1.5	\$150.00
NHS Dues (members only)	February	-	\$40.00
SA Banquet	April	-	\$15.00

HUMANITIES, FINE & APPLIED ARTS	APPROX DATE	# OF SCHOOL DAYS	APPROX COST
Music Group Uniform* (Ladies -\$75, Men \$115)	-	-	\$115.00
RingFest (Handbell Ensemble)*	Oct/Nov	2.5	\$250.00
Silhouettes/Resound Bells Tour*	February	2	\$550.00
Music Fest (AU)	Feb/Mar	2	\$25.00
SOW Safari (mission trip)*	March	3 - 4	\$2,800.00
Symphonic Band/Orion Strings Tour*	April	2	\$550.00
Outdoor Education - Bike Tour*	Apr/May	5	\$450.00

Costs applicable only to SENIORS/JUNIORS	APPROX DATE	# OF SCHOOL DAYS	APPROX COST
ACT Testing/ACT Plus Writing	Varies	-	\$68/\$93
SAT Testing	Varies	-	\$60/\$90
Senior Class Trip	September	4	\$425.00
Senior Yearbook Ads (optional) \$75 half page/\$125 full page	October	-	\$125.00
Graduation Fee / Diploma	April	-	\$200.00
Change in Diploma	-	-	\$40.00

*(Prices are subject to change)*

*\*Tour/trip is a requirement for class*

#### 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 Tuition #1 due in early August, and the 10th senior payment due in early May, 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**      **Monthly Billings**  
\$10,650                    \$1,065

**Due by August 4, 2025** \$1,065

**Note:** Annual Tuition does not include charges for overloads, co-curricular program changes, or other additional expenses. Payment of such charges is 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 4, 2025	Tuition #1 - Payment Due
September 25	Tuition #2 - Payment Due
October 25	Tuition #3 - Payment Due
November 25	Tuition #4 - Payment Due
December 25	Tuition #5 - Payment Due
January 25, 2026	Tuition #6 - Payment Due
February 25	Tuition #7 - Payment Due
Early March	Financial Clearance for re-enrollment begins for Fall
March 25	Tuition #8 - Payment Due
April 25	Tuition #9 - Payment Due
Early May	Tuition #10 - Graduating Seniors, Payment Due
May 25	Tuition #10 - General Population, Payment Due
May 28	Financial Aid Applications Due (with required 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.

at the end of the semester/school year, provided that the book will be used again. Based on the condition of the textbook, returning students will receive credit on their account for returned textbooks. Non-returning students will receive the credit on their account and will need to request a refund from Student Financial Services at AU via an online form.

#### TEXTBOOKS

Andrews Academy has established a textbook program that provides students with the necessary textbooks and digital content for their classes. Students will be able to buy their required textbooks/digital content through the Academy and then sell their textbooks back

Note that some classes require digital content which will be paid for at the same time as the textbooks. The digital code will be provided to the student by Andrews Academy and is not returnable. It likely will not be transferable if the student drops the class.

## IDENTIFY TEXTBOOKS

Students should write their name on the inside of each book once they are certain that they will not be dropping the course. This is the only reliable way to identify a book if it is lost. Students should take good care of their books.

## UNIFORMS

Approved AA-logoed polos/shirts/jackets may be purchased from Lands' End (<https://www.landsend.com>, click on School, Find Your School, "Andrews Academy" and "Michigan" or 900150871 – Preferred School Number). Click on the option that you would like, then choose the size (kid or adult). Please note that Andrews Academy is not responsible for your orders. AA also has limited options for purchase from the main office.

## GYM UNIFORMS

Gym uniforms are also available from Lands' End. A limited selection may be available from the office. The uniforms are required for all physical education courses. Any combination of Andrews Academy gym uniform 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. If the lock is lost or damaged, there will be a charge. 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 any way.

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

## MISCELLANEOUS MONEY MATTERS

A carrying charge of 1 percent per month is added to all unpaid balances while the student is enrolled. The carrying charge is based on the previous month's balance minus all credits applied to the account during the current month. A carrying charge of 1 percent per month is added to all unpaid balances beginning thirty days after the student discontinues school.

There is a \$35 fee for each returned check.

## STUDENT EMPLOYMENT PAYROLL DEDUCTIONS

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

## ATTENDANCE AT SCHOOL FUNCTIONS

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

## TRANSCRIPTS

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

## LATE REGISTRANTS

Students who enroll late but receive full academic credit will be charged full tuition.

## 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 percent

of the full uncashed check they turn into 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  
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:

Development  
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. Income 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 aids students in need 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. Income from the scholarship fund benefits needy and worthy students who attend Ruth Murdoch Elementary School in odd numbered years or Andrews Academy in even numbered years (2026, 2028, etc.) and who are the children of students who come from Third World countries to study at Andrews University.

*The Teresita DelaCruz Endowed Scholarship Fund* was established by Crister and Arvin DelaCruz in December

2016 in honor of their mother Teresita DelaCruz. Income from this fund supports a worthy and deserving student at Andrews Academy, who is a Student Association officer, a class officer, or editor of the yearbook and maintains a GPA of 3.5.

*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. Income from 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 regarding 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 Brian D and Janeen M Moore Endowed Scholarship Fund* supports worthy and deserving AA students whose characters reflect the values of Andrews Academy and enhance the experience of all attending students, who have at least one parent enrolled in the Theological

Seminary, and who require financial assistance to attend AA.

*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 tuition grants to needy and worthy students enrolled at the Academy.

*The D. Paul Root Endowment* was established by his family, including his daughter Rhonda Root, the art teacher at Andrews Academy and Ruth Murdoch Elementary School during the decade of the eighties. The income is to be awarded to student(s) who is/are attending Ruth Murdoch Elementary School on odd numbered years or Andrews Academy on even numbered years (2024, 2026, etc.).

*The 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 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 worthy and deserving student(s) enrolled at Andrews Academy who qualify for this scholarship.

*The Vitrano Alumni Advancement Endowed Fund* was established through gifts from Mrs. Charlene Vitrano, veteran Andrews Academy business education teacher and coordinator of alumni affairs, and her children, alumni Joyce Vitrano Dirnberger, Edwin J. Vitrano and

Roger Vitrano. The income from the investment aids with administering the activities of the Andrews Academy Alumni Association.

*The Camille R. Warren Memorial Endowed Scholarship Fund* was created on September 14, 2018, by her friends. Income from this fund will be awarded annually to worthy and deserving student(s) enrolled at Andrews Academy who maintain a minimum G.P.A. of 3.0 and has demonstrated a need for tuition assistance.

*The Londa Zimmerman-Sweezey Memorial 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 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 objective 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 purpose 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 who know their lifestyle 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 ought not to apply. This choice should be made before enrollment.

## II. CO-CURRICULAR ACTIVITIES

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

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

The participation of an Academy student in University programs, organizations, or groups is subject to the approval of the Student Affairs committee. Approval is based on the student's citizenship, academic records, and the effect the participation may have on his or her Academy program in general. When the Academy and the University provide organizations of a similar nature, membership in the Academy organization is required before permission is granted 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 74).

### 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, and 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.

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's 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 on 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 their classes at the mid-term or end of semester, must resign from their office. The organization sponsors and school principal or vice principal will work with the organization to arrange a plan for handling the vacancy.

### SOCIAL ACTIVITIES

Social activities are planned throughout the year by the students and faculty. Plans for all such activities must be submitted to the Academy office on the "Student Activity Proposal" form two weeks in advance of the event for consideration by the 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 PM. 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 hybrid intramural athletic program for both young men and women.

The Academy does not provide for interscholastic varsity sports events. The hybrid 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 be supervised and 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. There is a procedure that 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 are posted in the Fitness Center.

#### ACADEMY YEARBOOK

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

#### KALEIDOSCOPE

*Kaleidoscope* is a video 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. Students interested in serving as Kaleidoscope staff must be approved by administration or faculty committee.

#### 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 Academy apply to all school-sponsored trips.

All students participating in off-campus activities are required by Andrews University to have US-based health insurance and a signed Hold Harmless form provided to the main office. Other documents may be required as well, such as permission and medical forms.

#### 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 positions 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 GPA

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.

#### COMPUTER ACCESS

Chromebooks and laptops, as well as desktop computers in the library, are available for students to use for a wide variety of educational purposes only. Each student is required to sign and abide by the Computer Acceptable Use Policy.

Laptops are available for students to borrow for use during the school year, provided that a Technology Equipment Loan Agreement form is signed by a parent/guardian and the student. The parent/guardian agrees to assume responsibility for the replacement of the item should it be lost, stolen, or damaged while loaned to their child. Laptops and chargers must be returned at the end of the school year (or at withdrawal) in good working order in the original box.

### 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, ennable 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 REFERRAL GUIDELINES

To provide clear policies and guidelines for student conduct and expectations for consistent and timely discipline, Andrews Academy has established standards of discipline that extend from verbal warnings to expulsion from school.

A Demerit Point System will be utilized when frequent attempts have been made to resolve a discipline issue or if the offense is deemed more serious in nature and can be assigned by school administration.

Demerits will affect the citizenship grade as listed in this *Sourcebook*. The student affairs committee will address major infractions.

#### Guidelines for Discipline:

The vice principal (or principal) is generally the first contact regarding disciplinary actions. If the vice principal, principal, or assistant to the principal are not available, then the registrar is the person designated to handle discipline.

#### Discipline Reporting Procedure:

1. Report of student offense is given verbally and in writing to administration (via FACTS/SIS).
2. The student is addressed by administration.
3. Determination of demerit points and other possible consequences are decided by the principal, vice principal, assistant to the principal, and/or Student Affairs Committee if deemed appropriate.
4. Infraction is documented by administration.
5. Parents/guardians are notified and provided with a copy of what has been documented.

#### 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 of 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 with 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

the second semester of the current year to the 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 citizenship problem. The student may be suspended by the principal, the vice principal, or by action of the Student Affairs Committee. If the student and parents desire the student to continue in the academy, they may request reinstatement and indicate how the student plans his/her 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 re-enrollment eligibility or the recommendation forwarded 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 demerits - Citizenship referral given to student and parent/guardian by email.
- 4 demerits\* - Notice of 60-school days Citizenship Probation (CP) issued.
- 5 demerits\* - Citizenship referral given to student, advisor, parent/guardian by email.
- 6-7 demerits\* - Citizenship referral given to student, advisor, parent/guardian, plus Letter of Serious Concern.
- 8 demerits\* - 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.

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

### 1-demerit infractions

- Disruptive/\*\*Uncooperative Appearance (dress code violations)/Standards Destructive to property
- Harassment/Bullying (see section below 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-demerkit infractions

- Left school/No permission

- Repeat occurrences of 1-demerit infractions (“3rd strike” = 2 demerits)

#### **4-demerit infractions\***

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

\*Four-demerit infractions, including but not limited to academic dishonesty, fighting, physical assault, or insubordination, go directly to the level of the 4-demerit referral or higher and 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.

#### **HARASSMENT/BULLYING**

Because we should treat others as we wish ourselves 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.

#### **GENDER, PRONOUNS, AND ROMANTIC RELATIONSHIPS**

AU/AA recognizes a student’s birth gender in official school records.

AU/AA permits, but does not require, its faculty and staff to address a student by his or her preferred nickname (i.e., any non-legal name) and/or pronoun.

Any student may dress in unisex clothing, but clothing that is, by tradition, exclusive to the opposite gender (based on birth gender) is not permitted.

As a Seventh-day Adventist school, Andrews Academy supports and promotes the official stance of the Seventh-day Adventist Church regarding romantic

relationships. Enrollment at AA acknowledges parent and student alignment with AA philosophy. For additional policy information, please review the Andrews University Student Handbook:  
[https://bulletin.andrews.edu/content.php?catoid=22&n\\_avoid=5327#a-seventh-day-adventist-framework-for-relating-to-sexual-orientation](https://bulletin.andrews.edu/content.php?catoid=22&n_avoid=5327#a-seventh-day-adventist-framework-for-relating-to-sexual-orientation).

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 REQUEST (CSA)

A CSA is available for students who have a study hall at the beginning or ending of 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 everyone 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 do the following:

- 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;
- 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 the following:

- a) unauthorized access, including so-called 'hacking,' and other unlawful activities;
- 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 the following:

1. The standards and acceptable use of Internet services as set forth in the Andrews Academy Internet Safety Policy;
2. Student 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.

## **ELECTRONIC DEVICES POLICY**

To maintain a safe, effective teaching and learning environment for students, teachers, staff, and the community, Andrews Academy maintains a strict electronic devices policy.

Any violation of this policy or otherwise inappropriate use of electronic devices in text messaging, recording, loudspeakers, or electronic photo capabilities will lead to immediate confiscation, and may lead to further disciplinary action. Students should arrange with the office to pick up their confiscated device(s).

Exceptions to this policy will only be made based on medical necessities or other special needs that are recognized by school officials and/or officially documented by appropriate professionals.

## **Cell Phones & Smart Watches**

Cell phones and smart watches should be kept in a safe place—such as a locker (devices should be neither seen nor heard)—and are not to be used during the school day or during on-campus school activities during school hours. Students may use their cell phones during school hours only under the following limited circumstances:

- (1) students may check their cell phones for important messages at their lockers 5 minutes before their lunch period ends. The phone should then be redeposited in a safe storage area after checking messages,
- (2) with the express permission of a teacher or administrator.

## **Headphones and Earbuds**

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

## **Inappropriate Use of Electronic Devices**

Students are not allowed to record any person, including students or teachers/staff, without the express permission of the person whose picture is being taken during the school day. Photo and video recording are prohibited in locker rooms and bathrooms.

## **Trips and Tours**

Electronic devices may be used for trips or tour events in which cell phone/electronic device use is deemed appropriate by the sponsor.

## **Chromebooks, Laptops, and Tablets**

Andrews Academy students will have access to Chromebooks that are provided in the classrooms and study hall for educational usage. Students may not use their personal Chromebooks, laptops, or tablets unless they have prior permission from a teacher or staff member. When a teacher or staff member gives students permission to use the students' own laptops or tablets, those personal Chromebooks, laptops, and tablets are required to be connected to the Andrews University secure internet rather than a hotspot or cell phone. Chromebooks, laptops, and tablets should only be used for educational purposes.

AA students will have the opportunity to borrow a school-owned laptop during the academic school year. Students will be responsible for bringing their laptops fully charged and functional each morning, ready for use in the classroom. Laptops must be returned in the original box with the charger at the end of the school

year or at withdrawal, whichever comes first. Laptops should be kept in a protective case/sleeve. Students will be allowed to take the laptops home each night for homework/schoolwork purposes. Students must not make any alterations/modifications to the hardware or software configurations already set on the laptop. Laptops will be considered lost if a student is unable to produce the laptop upon request for five (5) consecutive school days. Students/families will be responsible for a damaged, lost, or stolen laptop. In this case, the amount of \$600 will be charged to the student's account. The Computer Use Policy applies to these school-issued devices both on and off campus.

- Due to device monitoring and IT support of the devices, it is strongly recommended students use the school-provided devices for classes.
- Students are expected to bring their chargers to school daily. The school office or IT will not provide chargers due to limited availability.
- Students may store personal appropriate educational related files on the computer; however, the school is not responsible for lost documents/files. There is limited space for students to store files. For this reason, students should store school-related documents in their documents folder, on an external USB drive. Students will not have access to any documents stored on their hard drive if the laptops fail and need to be switched out or re-set to factory mode or upon withdrawal.
- The school will delete any information stored on the hard drive of the computer at the end of the academic year.

#### **Multi Factor Authentication**

A two-step authentication USB device is needed for our students to access AU email and other Google-related platforms. Students are responsible for obtaining this device and keeping it safe and in proper working condition.

#### **LUNCH**

All full-time students are required to include one of the three lunch periods in their daily schedule. Students may not leave campus for the purpose of purchasing lunch for themselves or other students. Students must bring their lunch or arrange to purchase the 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**

Roller blades, 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 damage 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, as well as 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/Uniform**

Andrews Academy's policy for appropriate school attire is intended to promote a corporate atmosphere of personal and academic excellence. All students are required to wear an approved Andrews Academy logoed shirt in combination with dress pants, jeans, or a skirt during school hours. Students may also wear a

logoed fleece or other approved AA logoed jacket over their logoed shirts. **The jacket is not a substitute for the logoed shirt.** A solid-color, long-sleeved undershirt with no writing on the sleeves may be worn under the AA short-sleeved polo.

Approved AA-logoed polos and jackets may be purchased from Lands' End or Andrews Academy (see Uniforms, pg. 52).

#### **Fit, Sizing, and Condition:**

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 logoed shirts 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 worn as pants, sweatpants, track pants, and shorts are not approved academic wear.
- Skirts should be not shorter than knee length when standing or sitting – even if 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 always covered.
- Unnatural hair color is not permitted.

- All head coverings, hats, hoodies, and jackets with a hood are not permitted to be worn inside the school building. Any exceptions must be approved by school administrators.

- Revealing or immodest clothing – which includes sleeveless tops, spaghetti strap tank tops, low-cut shirts, sheer fabrics, form-fitting styles, short skirts, or short shorts – 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 just above the knee. 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 (nontransparent, 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 non-transparent (not lace) 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:**

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

A student who does not meet these guidelines, whose attire is immodest, inappropriate, untidy, or unkempt, will be required to bring his/her appearance into immediate compliance. If a student cannot correct their

inappropriate attire while staying on the school grounds, the parents will be called, and the situation will be corrected immediately.

Andrews Academy's dress code is applicable at every school function unless otherwise specified, including special events such as tours, banquets, school-sponsored parties, class night, graduation, etc. Students are to comply with both the spirit and the letter of the policy for appropriate school appearance.

#### IV. ATTENDANCE

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

#### ABSENCES

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 based on written documentation signed by a parent or guardian and submitted to the Academy office by the third day deadline.

Students are automatically excused from classes for school-sponsored trips and events, such as class trip, tours, Bible Camp, etc. Such school-sponsored events will be listed on the school calendar. Junior Cardinals games and tournaments, for example, are not sponsored by Andrews Academy. Such absences must be excused by a parent/guardian.

#### PRE-ARRANGED ABSENCES

It may sometimes be necessary or desirable for a student to be absent from school for the purpose of educational travel, medical appointments, or urgent family matters. In these instances, families may get a pre-arranged absence card from the office or the AA website (Quick Links, Useful Documents). All requests are subject to review by the main office 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 prior to the absence.** Also, the student is responsible for all assigned course work required during the absence. For the approval of a pre-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 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.*

*Students should arrange to take their exam(s) before departure. 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. However, students who arrive ten or more minutes late will be marked absent.

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. One point is added to the attendance score for each unexcused absence from a devotional service and an assembly service.

## ATTENDANCE EVALUATION

Each student begins each semester with an attendance record of zero points. All absences and tardies are assigned a weight of 1 point. The FACTS system includes separate attendance codes—**A** (Absence), **AE** (Excused Absence), **T** (Tardy), and **TE** (Excused Tardy)—allowing for clear categorization and reporting.

The **AS** attendance code is assigned a weight of 0 and is used to mark **school-related absences** (e.g., for approved school trips or activities). These absences do not count against the student's attendance record. Students are allowed **one long tour per semester**.

## PROCEDURES

Each school day, the student who was absent or tardy without excuse is notified of the record in FACTS, the student information system. Both parents and students will receive email notifications. 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 **from a parent/guardian** 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.

### Absence Policy

- **After 5 unexcused absences per class:** Student receives a **warning email**.
- **After 8 unexcused absences per class:** Student receives a **demerit**.
- **After 10 unexcused absences per class:** A **meeting is scheduled** with the student, parents,

and attendance officer or another administrator.

- **After 10 combined excused and unexcused absences per class:** Student receives a **warning email** noting the risk of withdrawal from the class.
- **After 15 combined excused and unexcused absences per class:** A **meeting with the registrar** is required, and the student **may be withdrawn** from the class and lose all credit subject to that class, pending a review by the Student Affairs Committee.

### Tardy Policy

- **After 5 unexcused tardies per class:** Student receives a **warning email**.
- **After 10 unexcused tardies per class:** Student receives a **demerit**.
- **After 10 total excused and unexcused tardies per class:** Student meets with the **attendance officer or administrator**.

### Demerit Review Policy

Demerits related to attendance **may be re-evaluated at the end of the semester** if the student maintains **no unexcused absences or tardies** from the date the demerit was issued onward.

A student is eligible to hold an organizational office or leadership position as long as they maintain an attendance score below 7 unexcused absences. A student is also eligible to participate in co-curricular, overnight trips and tours if the attendance score is below 7 unexcused absences. A student is placed on citizenship probation when the attendance score reaches 7 unexcused absences. 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 7 unexcused absences, the student is placed on citizenship probation. Further unexcused absences could lead to future in-school suspensions. 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 five (5) consecutive school days due to illness or injury must provide written documentation from a certified medical professional corroborating the necessity of that absence.**

#### 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 (8:00-3:15).

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.

#### V. GUIDANCE COUNSELOR SERVICES

The Guidance 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 Andrews University Campus Safety Office, phone number (269)

471-3321. The motor vehicle registration fee is \$10. (See registration instructions on pg. 85 of this *Sourcebook*.)

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 a University 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 of driving a motor vehicle or riding 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. Andrews University requires students to have a signed Hold

Harmless Agreement and US-based health insurance for any off-campus activities. 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. Most 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 for emergency or other important calls as needed.

### EATING IN THE SCHOOL BUILDING

Eating and drinking in the school building is restricted to the Commons except with permission. No food is permitted in the chapel or gym.

### 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 students are 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.

### BACKPACK/BAG POLICY

Students should store their backpack/bag in their locker. They should only take their books and materials to class. Backpacks/bags are not permitted in classrooms, hallways outside of the classrooms, library, etc. They should not be left in the Commons either. Loose backpacks/bags on the floor or in the hallways create hazards to the safe egress from the classroom or the hallways and impede exit routes in the case of a fire or tornado evacuation.

Students may use whatever backpack/bag they choose to carry their books and materials to and from school; however, these backpacks/bags should safely fit in their Academy locker and be kept there. We recommend that students who need to transport a computer or tablet acquire a small protective sleeve.

### 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 via email, on Facebook and Instagram, as well

as watch (or go online) to the following TV stations for updates: **WNDU** and **WSBT** (weather app also).

#### **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 snowplows, 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.

#### **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 by the main office before posting. The announcements are to be posted only in the posting areas provided.

Unapproved signs will be removed.

#### **LUNCH PROGRAM**

Well-balanced, nutritious meals provided by Andrews University Dining Services are available every full school day. A University provided ID card loaded with lunch funds (20 meals minimum) must be used to purchase meals (one swipe per day per student).

Meal prices (subject to change) are listed in the financial section of this publication. Reduced government subsidized rates may be available to qualifying students.

#### **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. STUDY 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.

The location of the Study Center, located 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 Study Center is designed for activities such as individual and group research, individual and group

study, academic and recreational reading, and career exploration. Physical provisions have been made to facilitate these activities.

The guidelines by which the Study Center operates are the following:

1. Each student has the privilege to use the technology provided by Andrews Academy.
2. 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.
3. The Andrews Academy student is expected to demonstrate courteous and thoughtful regard for the needs of others while in the Study Center.
4. Eating and drinking are not appropriate in the Study Center.

#### **IX. FACULTY ADVISORS**

##### **STUDENT ASSOCIATION:**

Samantha Mills, Gabriel Johnson, Steven Toscano, Ruben Perez-Schulz

##### **STUDENT PUBLICATIONS:**

*Kaleidoscope*  
IT & Staff

##### *The Silhouette*

David VanDenburgh & Yearbook Staff

##### **GENERAL ORGANIZATIONS:**

**Intramural & Physical Fitness Program:**  
Samantha Mills

##### **National Honor Society:**

David Sherman

##### **Outdoor Education Tours:**

Samantha Mills

##### **Spiritual Life:**

Gabriel Johnson & Steven Toscano

##### **CLASSES:**

**Seniors (2026)**  
Gina Pellegrini & David VanDenburgh

##### **Juniors (2027)**

Steven Atkins & Carrie Chao

**Sophomores (2028)**  
Jessica Catron & Richard Wright

**Freshmen (2029)**  
Marah Silvestre & Gabriel Johnson

## 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:

### PHYSICAL FITNESS AWARD

Guidelines are supplied by SHAPE America: Society of Health and Physical Educators. Those scoring at or above the 85th percentile in five physical skills tests utilizing the requirements from Fitness Gram and President's Physical Fitness standards will be given this award.

### 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 AWARDS

Students enrolled in any music organization 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 the 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 serves 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 the 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**

Five 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) other academic cords to be worn by the graduate in recognition of his/her academic achievements; 4) an Andrews Academy medallion to be worn by four-year students; 5) Andrews Academy award pins which may be worn on the students' gowns.

Additional award recognitions are granted through certificates and letters.

The academic regalia is limited to items provided by Andrews Academy: the red caps and gowns, white AA stole, tassels, and any of the five awards listed above.

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 on 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 like 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 do the following:

- 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 the 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 the 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.** Except for 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 maybe 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 GPA 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 regarding 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 the use of alcohol by anyone less than 21 years of age, and tobacco is illegal for anyone under 18. Andrews University forbids any student from

abusing 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. The 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 the student will miss classes, then all work must be turned in prior to leaving.
3. Class attendance has been regular, and the 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.

Students are expected to maintain a full class load. This means that they will have passing grades in at least six classes.

If ESL classes are offered, 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. 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 regarding 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. Applications for the upcoming year are made available to returning PFE students in March. New students to the program may request an application any time from our coordinator, Alice Zappia, at [zappiaa@andrews.edu](mailto:zappiaa@andrews.edu). New PFE students should submit their applications in the first week of April.

## 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
- Decorating
- Dusting
- Floor cleaning
- Organizing
- Garden/outdoor work
- Snow removal
- Baking/cooking
- Trash management
- Windows/screen cleaning

#### Companion activities:

- Computer assistance
- Games/puzzles
- Mentor-initiated snacking
- Music
- Picture/life story sharing
- Reading
- Worshiping
- Walking/exercising
- 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. Don't work past 6 PM as it encroaches on evening routines.

**Scholarship:** \$800 per semester; 70% paid via a grant and 30% paid via our fundraising efforts. This scholarship will be paid to your account the first week of January and the first week of May 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 are responsible for the student’s transportation to and from their work location.

## **PFE PARTICIPANT ATTENDANCE AND COMMUNICATION POLICY**

To be eligible for the \$800 scholarship each semester, you must complete 14 two-hour visits each semester. You’re also responsible for writing a visit reflection for each visit submitted and approved at [www.aapfe.org](http://www.aapfe.org).

There will be no partial scholarships granted if the student does not meet their semester quota of visits and approved reflections. The deadline for first semester is the last day before Christmas break; for the second semester, the deadline is the second week in May.

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 30 minutes to be at your mentor’s home after the final bell rings at school. This is plenty of time to 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 or begin your reflection 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](http://www.aapfe.org) BEFORE the absence occurs.
7. Schedule changes that are submitted after the absence occurs will result in a communication consultation.

#### **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 after contacting the PFE coordinator. 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 scenarios, you MUST 1) submit a schedule change to [www.aapfe.org](http://www.aapfe.org) BEFORE the visit is to occur, and 2) schedule and carry out a make-up visit.

#### **Communication Consultations:**

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 four times per semester, if needed, regarding communication issues before you will not be eligible to work for PFE during the upcoming semester.

Here are seven communication issues 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 and/or not communicating an absence to the mentor
5. Using pictures in your reflection that do not reflect visit-specific service and relationship development. Reusing pictures from previous reflections, submitting two of the same picture or two of the same activity, using pictures from the Internet, uploading pictures that do not include your whole, smiling face in at least one of them or that don't illustrate what was written in the reflection
6. Failing to consistently record the correct date or time of visit on a reflection; receiving more than one "Incomplete" for the same reflection; ignoring any or all feedback from the coordinator in "Incomplete" reflections
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, whether they are regularly scheduled or make-up visits. All reflections must be submitted within 24 hours of the end 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 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 5:45 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](http://www.aapfe.org).

### Filling out Visit Reflections:

1. Log in at [www.aapfe.org](http://www.aapfe.org). Select the link prompting you to submit a reflection.
2. Fill out the form by selecting the date of the visit, start time, total hours, and type of visit.
3. You will find six separate questions and text fields. We are looking for thorough content, grammatically correct and proofread answers.
4. You must upload two pictures that reflect visit-specific service and relationship development. Here are some requirements evolved from experience:

- a. DO upload at least one photo each visit that includes your whole, smiling face
- b. DO use pictures that illustrate what you wrote about in the reflection
- c. DO only use pictures that were taken during your visit (not from the Internet)

- d. DON’T reuse pictures from a previous visit
- e. DON’T upload two pictures of the same activity

5. Click the “Submit” button or the “Save Progress” button if you need to come back to it later to upload pictures or finish writing. It won’t be recorded as a visit until you have clicked “Submit,” and it has been approved.

Upon clicking “Submit,” the cell phone we have on file for you will receive an immediate text notification letting you know your submission was received successfully. If you do not receive this notification, there is a problem, and you should contact the coordinator. Also, there will be a message within our system that will let you know it was submitted successfully. If you missed something required, you will be redirected with a message telling you what you forgot. On rare occasions you may receive an error message that asks you to type in what you were doing at the time you received the error message. Please give a brief description of your challenge and click “Send.” Then contact the coordinator immediately.

6. The coordinator will review your reflection and approve it or request edits by marking it “Incomplete.” Your reflection may be designated as “Incomplete” if you did not include the requested number of sentences or enough details. If your reflection is incomplete because of rife grammar or proofreading errors, we will make those needed corrections clear to you in our feedback. It will be your job to learn from our corrections and copy/paste our version over your original version. 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.” All late reflection notifications will be cc’d to parents/guardians. You will be counseled four times each semester regarding late reflections, if needed, before you will not be eligible 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 5:45 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, as well as

participate in the group's planned effort to raise funds for this scholarship program.

- The SFFC Foundation and Andrews Academy may use my likeness in promotional and training materials (photographs, videos, and written reports).
- I understand that 100% of my scholarship will be applied to my school's tuition account.
- I understand that to be eligible for the \$1,600 total scholarship, I must visit my mentor 14 times each semester; also, a visit reflection for each visit must be submitted and approved at [www.aapfe.org](http://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 online (see instructions).
2. You will be given a green community registration sticker or an orange staff registration permit if your parent/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.
3. The parking permit will expire on August 31 of the following year, when it will need to be renewed.
4. 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.
5. The Andrews University adopted vehicle policy can be found at the following link:  
[www.andrews.edu/services/safety/parking](http://www.andrews.edu/services/safety/parking).
6. If you have further questions, Campus Safety is available twenty-four hours a day, seven days a week, and can be reached at the following number: (269) 471-3321.

### **Online Vehicle Pre-Registration Instructions:**

Step 1: Go to <https://vault.andrews.edu>.

Step 2: Click on "Campus Safety" then login using AU username and password.

Step 3: Click on "Register Vehicles."

Step 4: To re-register an existing vehicle, select "Re-register." To register a new vehicle, select "Start New Registration."

Step 5: Under Type, select the permit type based on status (Faculty/Staff, Student: Community, Housing, Lamson, Meier/UT, etc.). If your current status is not available, please select what is shown and make sure to clarify the appropriate status with our office at the time of decal retrieval.

Step 6: If you are re-registering, your vehicle information will automatically be populated based on your previous registration. If you are registering a new vehicle, you will then need to enter the information in the Vehicle section. Fill in the Type, Year, Make, Model, & Color of your vehicle. Choose a color from the menu that is closest to your vehicle color. Your VIN number (Vehicle Identification Number) is string of numbers and letters.

In the License section, enter the State issued from and the License Plate number.

\*If you have a temporary license plate, or no plate yet, please see \*Note on the next page.

Step 7: Click the Agreement button and read through the Vehicle Registration Agreement. Then "sign" using your AU password and then click "Submit."

Step 8: The dialog box will then close, and you will see red text next to the "Agreement" button that will indicate the date/time that the consent form was signed. You can then select the "Update" button.

Step 9: Attach the following documents: driver's license, proof of insurance, and state registration. You must have CURRENT Registration, Insurance and a valid Driver's License to be issued a parking decal. (Please verify that they have been saved before moving on to step 10.) If you are not able to upload the documents, bring them with you when you pick up your parking decal from Campus Safety.

Step 10: There is a \$10 annual fee per vehicle for parking decals. Select payment method. If you wish to pay cash, do not choose an option. Cash can only be paid at the Financial Aid Cashiers Desk.

**(Note:** Tell cashier payment is for Vehicle Registration and bring receipt given to retrieve the decal.)

\*This will need to be done for each vehicle to be registered.

Step 11: You will receive an email from Campus Safety with instructions. Please look for this in your AU email account.

**\*Note:** If you are waiting for an appointment to register or to receive permanent item(s) in the mail, please bring verification (email, screen capture), all other requested documents, and a temporary parking permit will be issued.