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INTRODUCING HIGHLAND ACADEMY

Highland Academy is a co-ed secondary boarding school operated by the Kentucky-Tennessee Conference of Seventh-day Adventists. The main objective of the school is cooperation with heavenly agencies providing for the restoration of the image of God in mankind. The Seventh-day Adventist Church operates a school system under divine guidance to ensure that its youth may receive a balanced physical, mental, moral, social and vocational education in harmony with denominational standards and ideals. We believe that spiritual values predominate in the purpose for which the school exists, and that these spiritual values should permeate the school in all of its programs.

Highland Academy is one in a system of schools - elementary, secondary, collegiate and university level - operated by Seventh-day Adventists for the purpose of educating their youth in the ideals, beliefs and customs of the church. The government has an effective public school system for educating citizens, but in addition to being patriotic, law-abiding citizens, Seventh-day Adventists want their children to be loyal Seventh-day Adventists. Peculiar to the church is a body of knowledge and ideals that must be conveyed to its children in order for it to achieve its goals.

MISSION

Highland Academy's mission is to develop Christ-like characters and lifelong learners.

PHILOSOPHY

Highland Academy's philosophy, in cooperation with the home and the Seventh-day Adventist Church, is to:

- cultivate a vibrant relationship with God;
- create a passion for self-motivated spiritual, mental, physical and social development.

LIFE ROLES

Parents, students and staff developed the following life roles because we believe the life roles our students should be able to assume are based upon how they are able to accept and carry out responsibilities. Responsibilities fall into five areas as outlined below with their varied parts listed under each. One's first responsibilities are to God and comprise the background from which all others are derived and carried out.

I. RESPONSIBILITIES TO GOD

- A. Worships God as Creator.
- B. Acknowledges and accepts God as Savior and Friend.
- C. Shares with others what God has done and is doing in one's life.
- D. Recognizes that we are merely stewards of this world and all the blessings God gives.

II. RESPONSIBILITIES TOWARD SELF

- A. Maintains sound spiritual health through daily prayer and Bible study.
- B. Maintains a sound body and mind through a healthy lifestyle.
- C. Is a lifelong learner that:
 1. Uses positive core values to create a positive vision for themselves and their future.
 2. Sets priorities and achievable goals, creating options for themselves.
- D. Monitors and evaluates their progress, and assumes responsibility for their actions.

III. RESPONSIBILITIES TOWARD ONE'S FAMILY

- A. Recognizes God's purpose and role in the family.
- B. Demonstrates respect for others in all interpersonal relationships.
- C. Nurtures the physical and emotional well-being of the family members and serves as a caregiver.
- D. Maintains reciprocal, supportive relationships within the family.
- E. Models responsible mature behavior.

IV. RESPONSIBILITIES TOWARD A GLOBAL COMMUNITY

- A. Recognizes and accepts the role they have to assist in the mission of a global church to carry the gospel to all the world.
- B. As an individual, they must:
 1. Understand and respond appropriately to the rules of society.
 2. Respect the rights of others.
 3. Be a responsible consumer who manages personal finances effectively.
 4. Recognize and respect differing interests and cultures.
 5. Contribute positively through their time, energies and talents to improve their community, state, nation and world.

V. RESPONSIBILITIES AS A WORKER

- A. Is a quality producer who creates intellectual, artistic, practical and physical products, which reflect originality, high standards and the use of advanced technologies.
- B. Achieves self-fulfillment through work.
- C. Has skills to earn a livelihood and be an economic asset to society.
- D. Demonstrates work ethic through integrity, dependability and honesty.
- E. Cooperates effectively as a team member.

ADVENTIST EDGE

Highland Academy is proud to be a part of the Southern Union's EDGE initiative. For more information, see <http://www.adventistedge.org>.

MISSION

The mission of Adventist educators in the Southern Union is to develop goals for excellence to deliver GREAT education that is **God centered**, **Results oriented**, in an **Environment** that nurtures, **Aligned with Journey to Excellence**, and a **Team effort**.

God-centered

SDA Christian principles are integrated with learning to anchor students in a relationship with God and prepare them for a joyful life of service.

Results-oriented

Measurable goals are established and results are assessed to assure that student and teacher performance is cultivated to the highest possible level and teaching strategies are continually refined.

Environment that is safe and nurturing

With the teacher as a servant-leader/coach, students master relevant and meaningful concepts. Individual learning needs are met through student-centered teaching strategies in a collaborative atmosphere.

Aligned with Adventist and national standards

Journey to Excellence is the North American Division plan to improve the educational system, and focus on the essential core elements that identify the high expectations of what students should know and be able to do.

Team effort

Students have the best advantage when parents, teachers, college and university educators, administrators, board members, pastors and church members are committed to developing, promoting, and maintaining a successful program.

GENERAL INFORMATION

WHAT WE ARE

Highland Academy is a co-educational boarding school for grades 9-12. Its forerunner was the Fountain Head Rural School, which was established on this property in 1907. Until 1945 it was operated as a self-supporting institution, including a school and a hospital. Since 1945 the academy has been owned and operated by the Kentucky-Tennessee Conference of Seventh-day Adventists.

SETTING

The school campus consists of approximately 400 acres located in a rural area. Included in the school buildings are

a classroom/administration facility, boys' dormitory, girls' dormitory with the cafeteria on the ground floor, gymnasium, grounds/maintenance building, music building and industrial buildings.



A beautiful church with approximately 700 members is located next to the campus. Students and faculty join with the community for religious services in the church.

The academy leases a building to Wilks Publications, which employs a number of our students. Also located adjacent to the campus is The Bridge at Highland, a nursing home and rehabilitation center, and the Highland Elementary School. Highland Elementary is operated by the Highland S.D.A. Church and offers grades K-8.

WHERE WE ARE

Highland Academy is located about forty miles north of Nashville, Tennessee, on State Highway 109 between Gallatin and Portland.

ACCREDITATION

Highland Academy is a Seventh-day Adventist co-educational four-year senior high school accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities, Inc., the National Council for Private School Accreditation, AdvancED, and the State of Tennessee.

PREVIOUS PRINCIPALS**Principals of Fountain Head Rural Industrial School**

Braden N. Mulford	1907-1937
Ralph W. Martin	1937-1945

Principal of Fountain Head Academy

M.E. Moore	1945-1946
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Principals of Highland Academy

William Sandborn	1946-1947
M.E. Moore	1947-1948
Willard F. Ray	1948-1950
J.H. Bischoff	1950-1951
L.C. Strickland	1951-1955
H.D. Lawson	1956-1962
Clarence Dunbebin	1962-1966
John T. Durichek	1967-1969
Don Weatherall	1969-1973
Wayne McNutt	1973-1976
L.H. Opp	1976-1977
Gerald Coy	1977-1980
Eugene Brewer	1980-1984
H.D. Lawson	1984-1987
Richard Stevenson	1987-1988
Melvin Eisele	1988-1989
Jim Ingersoll	1989-2003
Don Mathis	2003-2008
Becky Patrick	2008-

WHO MAY ATTEND

Students in grades nine through twelve who express and demonstrate a definite interest in receiving a Christian education are eligible for admission. No religious test is applied to those who apply for admission; however, only those students who show due respect for the Word of God, maintain a reverent attitude toward that which is spiritual and conduct themselves in harmony with the standards of the Seventh-day Adventist Church should apply for admission to Highland Academy. Students of other religions are welcome provided they observe the regulations of the

school. Those who are users of tobacco, liquors or drugs will not be admitted or retained. Those who have little desire to study, who have a low moral standard or who are careless in their department are not encouraged to apply.

Prospective students must submit evidence of the successful completion of the eighth grade or its equivalent. **All accounts with the previous school attended must be settled or proper arrangements made.** Students who have an outstanding account with any conference school will not be allowed to continue at Highland Academy after the first semester of attendance until satisfactory arrangements have been made with the previous school.

Highland Academy admits students of any race to all the rights, privileges, programs, and activities generally accorded or made available to the student body. No discrimination is made on the basis of race in administration of educational policies, applications for admission, scholarship or loan programs, athletic or extracurricular programs.

PARENT-SCHOOL RELATIONSHIP

The success of the school depends in a large measure upon the good faith and wholehearted cooperation between the parents and the academy staff. If your student(s) know you support what the school is trying to do, it will be easier for them to take full advantage of the opportunities we offer.

The parents of our students are welcome on campus. Visiting between the students and their dormitory guests is encouraged in the dorm lounges only, in order that the privacy of students sharing rooms might be protected. Parents are requested to make arrangements with the dean before going to the students' rooms for whatever reason.

Parents taking their children off-campus are requested to insist that each student make arrangements beforehand with the dean.

ASBESTOS UPDATE

Highland Academy has a management plan provided by a Certified Management Planner which is available for perusal in our Business Office.

According to our management plans, our school is asbestos free.

APPEAL PROCESS

Exceptions to policies may be considered under unusual circumstances.

ADMISSION AND REGISTRATION

PROCEDURE FOR ADMISSION

1. **Come visit us.** You and your parents are invited to visit the campus at any time. If possible, we would appreciate knowing in advance, so that accommodations and meals will be ready for you. While visiting, you may wish to meet the deans, registrar, work supervisors, classroom teachers and the principal. With such a visit, you can learn firsthand whether Highland Academy offers the type of secondary education you are searching for.
2. **Apply for admission.** Obtain an application form from the center of the school handbook and fill it out on both sides. **Be sure both you and your parents sign the appropriate lines on the back.** Mail the completed application with a one-time, non-refundable \$15 application fee to:

Highland Academy
Attention: Admissions Office
211 Highland Circle Drive
Portland, TN 37148-4918
3. An application will be ready for acceptance when three completed recommendation forms from individuals chosen on your application have been received.

Before you may register for classes, however, there are a number of forms and information required, such as a recent physical examination (within the past two years), current immunization record, copy of birth certificate, copy of social security card, etc.

4. **Come to campus.** After you have received your letter of acceptance, you are eligible to register. You should plan to arrive on campus **August 5** for Parent/Student Orientation Weekend. Classes and work assignments will begin **August 8**.

REGISTRATION

All students must apply and be accepted before they may register. A student will not be fully registered until we have a current transcript in hand. All transcripts must be received by the Registrar's office during the school year the student is accepted.

Students should register on Registration Day, **August 7, 2011**. Those who register more than two weeks late will be permitted to carry a full academic load only at the discretion of the faculty. Students who receive full credit for makeup work will be expected to pay full tuition.

INTERNATIONAL STUDENTS

(In addition, see [International Students](#) under the "Financial Information" section.) International students are required to submit the same documentation as is required by U.S. citizens. In addition, international students are required to complete and submit an International Student Questionnaire along with a copy of their passport before they will be eligible for acceptance and the I-20 issued.

International students will be required to submit verification that they are covered under a valid health insurance policy in order to be accepted to Highland Academy and issued an I-20.

FINANCIAL INFORMATION

When students enroll at Highland Academy, they purchase an educational service. Most of the charges are included in the one flat-rate charge, which offers definite advantages

to the student, parents and the school. The rates of charge are based on present costs for services and commodities. The Board of Trustees reserves the right to adjust the rates of charge, as it may deem necessary, at any time during the second term.

YEARLY COST

	BOARDING	VILLAGE
Entrance Fee	\$355.00	\$355.00
Aug. Flat Rate Payment <i>(1st of 10 total payments)</i>	1,604.50	932.50
Book Rental	125.00	125.00
Book Deposit	50.00	50.00
Room Deposit	50.00	0.00

TOTAL DUE AT REGISTRATION	\$2,184.50	\$1,462.50
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9 more Flat Rate payments <i>(#2 to #10 @ \$1,604.50/\$932.50)(Sept 1 through May 1)</i>	14,440.50	8,392.50
Less Deposit Refunds (If applicable, in June)	-100.00	-50.00

TOTAL YEARLY FEES	\$16,525.00	\$9,805.00
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Add miscellaneous fees not included in Flat Rate as outlined below.

ADVANTAGES OF THE FLAT-RATE PAYMENT PLAN

Parents can plan for the educational expenses more easily by knowing the exact amount of each monthly charge. Students have more freedom in class loads without being concerned about unit costs. The plan also makes the calculation of the student's statement simpler and more accurate.

CHARGES INCLUDED IN THE FLAT-RATE CHARGE

The Flat-Rate charge (10 monthly payments) includes the following services:

Tuition	Board
Room	Minor Medical Services
Laboratory Fees	Music Organizations
Laundry	Workers' Compensation Insurance

The Flat-Rate charge does NOT include the following:

Application Fee	Room and Key Deposit
Entrance Fee	Tithe
Personal Lab Supplies	Personal Music Supplies
Doctor Fees and Prescriptions	Room Appliances
Transportation	Textbooks/Book Rental
Class Dues	Private Music Lessons
Senior Graduation Expenses	Workbooks

COST REDUCTIONS

When considering the Yearly Cost above, remember there are some offsetting amounts:

Food, utilities and other household expenses are covered in the Boarding costs and will NOT be spent at home. An estimate of \$100 to \$150 per month is probably close.

The school makes no promise or guarantee regarding the amount of work hours for students. This will largely depend upon the individual. Students will receive paychecks for all hours worked and earnings from the student work-study program, after deduction of applicable taxes. Student Labor Credit per month (See page 6) should average over nine months (months two through ten). An average of \$300 for students under 16 years old or \$400 for students 16 years or older can be expected. (Taxes, tithe and students' incentives lower these amounts somewhat.) Many churches will support between \$50 to \$100 per

month upon demonstration of need. Worthy Student Aid (Touch the Future) – See page 7.

INTERNATIONAL STUDENTS

(In addition, see [International Students](#) under the "Admission and Registration" section.) International students pay \$8,602.50 in advance, on or before registration day for first semester. If an I-20 is needed, this amount is required before the I-20 is issued. The second semester balance of approximately \$8,022.50 (plus or minus any first semester charges/credits still on the account) is payable in advance, before first semester tests may be taken in December.

DISCOUNTS

When two students from one family are enrolled, a 5% discount on the flat rate will be granted to the second student. If three students from the same family are enrolled, the second student will receive the 5% discount and the third student will receive a 10% discount on the flat rate charge. These discounts will be granted on a monthly basis only if all accounts are current and no tuition assistance is being received.

There is a 5% discount on the net Flat Rate when the entire semester is paid in advance. (This does not apply when tuition assistance is being received.) Estimated work does not reduce this amount. Second semester payment needs to be received by January 25, or it will automatically revert to monthly billing.



This target on the calendar indicates the date when payments are due to receive a discount. A 1-½% discount on the Flat Rate is given if payment is received by target date each month, which will be the 20th, or before, if on a weekend.

PAYMENTS DUE AND DELINQUENT ACCOUNTS

Statements of accounts will be mailed by the 5th of each month. The statement must be paid in full by the last business day of the month in which you receive the bill.



This target on the calendar indicates the date when payments must be received to avoid a late fee. 1-½% late fee on any balance remaining from the prior statement will be charged on this target date, which will be the last business day of each month.

If the account is not paid by the end of the second home leave following the billing, the student may be asked to remain at home until the account is paid or satisfactory arrangements have been made with the school administration.

STUDENTS WILL NOT BE ALLOWED TO TAKE SEMESTER TESTS UNLESS THEIR BILL IS PAID.

TRANSCRIPTS AND EXAM PERMITS

Transcripts, diplomas or exam permits WILL NOT be issued unless the student's account is current. Exam permits are required before students may take semester examinations. To expedite the release of transcripts, diplomas and other legal documents, students are expected to send a money order or certified check to cover the balance of their account. There will be no charge for current students to receive a transcript. Following graduation, the first transcript requested will be sent free. A \$5.00 charge must accompany a written request for each subsequent transcript.

ENTRANCE FEE

This fee includes the school annual and school paper, girls' and boys' club dues, library fee, testing fee, recreation fee, student accident insurance, Student Association dues, etc. The full fee is required of all registrants, regardless of enrollment date, and is non-refundable.

ROOM DEPOSITS

A room deposit of \$50.00 is charged for each dormitory student. This deposit is refundable at the end of the school year on the June statement. Any cost of repairs or cleaning that have to be done will be deducted from this deposit. Major damage may incur an additional charge.

DORM KEY REPLACEMENT FEE

If a key is lost for a dorm room, a \$35.00 cash charge will be assessed to replace the core for the lock and the two keys for the students in the room.

PRIVATE LESSONS

Private music lessons provided by Highland Academy staff will be \$150.00 per semester for Highland Academy students, and \$180.00 per semester for non-Highland Academy students. The student will be responsible to arrange a makeup time with the teacher for any EXCUSED lessons missed.

TEXTBOOKS

There is a textbook RENTAL fee of \$100.00 for each student. This is a one-time fee and is non-refundable. There is an additional \$50.00 deposit for textbooks. This is refundable on the June statement. Any cost of damage will be deducted from the deposit. Loss of books may incur an additional charge.

VILLAGE STUDENT MEAL CARDS

Village students must purchase meal cards if they eat in the Cafeteria. At the first meal eaten in the Cafeteria, a meal card for 10 meals will be given and \$47.50 charged to the student's account. When the ten meals are used, a new card is automatically processed assuming the account is current. If not current, a meal card will need to be purchased at the Business Office for cash. Please note that when a student eats ANYTHING in the Cafeteria, it is considered a meal and is charged.

PART-TIME STUDENTS

Students who are enrolled at another school but are taking a class at Highland Academy must apply for acceptance at this academy and pay 1/5 the monthly tuition per month for each class taken, up to two classes.

PARTIAL CHARGES

Students enrolling late or withdrawing early will be charged through the day of their entering or properly checking out upon leaving, and billed a proportional amount of the Flat Rate charges, except for the first month. **There are no refunds for the first 30 days.**

ROOM AND BOARD REFUNDS

Refunds on student's room and board charges will be considered only if the student is absent from the campus for one month or more because of extended illness.

RETURNED CHECK CHARGES

Twenty dollars (\$20.00) will be charged for all returned checks, regardless of the reason.

STUDENT LABOR CREDIT

Because the work-study program was developed, in part, to assist students and their parents with tuition expenses, Highland Academy will provide students and their parents with the opportunity to voluntarily assign some or all of the student's earnings, after tax withholdings, directly to the student's tuition account. Students who desire to assign some or all of their student wages to the tuition account must sign and provide the school with a written acknowledgment. Students will receive semi-monthly paystubs reflecting the amount of student labor earnings and any assignment to the tuition account, and parents will see any student earnings assigned to the tuition account reflected in the monthly financial statement. Highland Academy expects that, with or without a voluntary wage assignment, all tuition costs and other outstanding charges will be paid each month.

TITHE

The Business Office will deduct the student's tithe from labor earnings upon request from the student. It will be sent to the Kentucky-Tennessee Conference. Annual tax receipts are not available.

TRANSPORTATION

Home Leaves – (In addition, see [Home Leaves](#) under the "Dormitory Students" section.) Highland Academy will provide van/bus transportation at the beginning of home leaves, provided there is sufficient demand to make this service feasible. The fees will be charged to the student's account. Each time a student leaves with someone other than their parents, written permission (fax) will be required --This includes the student riding the school's home leave transportation, if the appropriate home leave transportation form is not on file.

Two Weeks before the day of Home Leave the Home Leave Transportation sheets will be posted. All students riding Home Leave Transportation must confirm their transportation prior to one week before the day home leave begins. After that date the home leave sheets will be taken down and all students not confirmed marked off the list. Students will be required to pay in cash an additional \$10.00 if they want to be added to the list after the home leave sheets have been taken down.

If a student signs up to ride one of the school's Home Leave vehicles and then changes his/her mind after the Home Leave sheets have been taken down, the student will still be charged the fee of the trip if the vehicle still goes and there are only 4 other students going.

Parents need to be at the destination points early. The student will be charged \$10.00 on their account for every ½ hour (or part thereof) the driver has to wait after the first ¼ hour. If a student's ride is not at the pickup point within one hour, the driver at his discretion may continue on to the next stop with your student. It will be the responsibility of the parent to contact the driver and make arrangements for an alternate pickup site and time.

Airport/Bus Station - A fee of \$30.00 will be charged to the student's account for each trip to and/or from the airport/bus station. All students needing a ride from Highland to the bus station/airport for home leave (as well as back to the school at the end of break) need to have a complete itinerary (going and coming) turned in to the Principal's Assistant by the Friday before home leave. If a student turns in this information after that time, \$50.00 cash will be required in order for these arrangements to be made. **Effort should be made to schedule flights so students depart/return while Academy staff are on home leave duty (before 2:00p on day break begins; between 2:00-9:00p on day break ends).**

Mall Trips – Periodic trips to the mall on school transportation are scheduled for dorm students only. Dorm students are expected to maintain the same standards in the bus and in the mall as would be required on campus (See "Dress Policies" section). If a student is unwilling to cooperate and is addressed with regard to their dress, jewelry, etc., they will lose their mall privilege for the

balance of the school year. When Highland Academy takes students to a mall, Wal-Mart, etc., they are to stay at the area and be at the transportation on time. Students requesting non-scheduled trips to the mall should expect and offer to reimburse \$10.00 to the driver they find willing to take them.

Medical - Routine medical and dental appointments should be arranged while the student is at home during regularly scheduled leaves. The role of our school nurse is to take care of on-campus injuries or illnesses and any related appointments. Students will be charged a fee on their school bill (based on the distance traveled for the appointment) for the school nurse to take them to appointments outside of school-related illnesses or injuries.

Work - Students working off-campus using school transportation may be charged for that service.

WORTHY STUDENT AID

Highland Academy has a financial assistance program for those who want to send their children to H.A. but cannot do so because of finances. The name of this program is Touch the Future. Contact us for additional details. Funds are provided in the order that complete applications are received.

STUDENT BANK

Students are encouraged not to keep money in their room or on their person. The academy cannot be responsible for money left in the student's room. Parents may send money directly to the Business Office for a student's bank account. Money will be dispersed only upon the signature of the student involved and the amount will be charged to their bank account.

STUDENTS' PERSONAL CASH

Sufficient money for transportation, clothes and personal needs should be arranged for between parents and students before the time such money is needed.

It is not necessary for students to have a large amount of spending money, but they should have enough in their student bank (not to be confused with the student's school account) to buy items such as school supplies.

Cash advances from students' school accounts are discouraged. Such requests can only be processed on current accounts with parental written consent.

ACCIDENT INSURANCE

Students are covered for injury:

1. While on the school premises.
2. While away from the school premises, if participating in a school-sponsored, directly supervised activity including field trips at any location in the world.
3. While commuting directly to or from school for a maximum of one hour except that there is no coverage while traveling in an automobile not owned or leased by the school.

The policy covers medical expenses due to an ACCIDENT with coverage up to \$1,000,000 per 12-month benefit period. The school insurance is ACCIDENT insurance only and does NOT include insurance for illness or self-inflicted injuries. Parents are expected to provide their own insurance for major accidents and illness. Policies are subject to change from year to year. Some limits and/or deductibles may apply.

In addition, the academy carries Workers' Compensation Insurance on every student for any accident which might occur while the student is working for the school. **It is the student's responsibility to file a claim in the Business Office for each accident resulting from work or non-work activities.**

WORK PROGRAM

The work program is a vital part of Seventh-day Adventist education. Useful work is just as much a part of the student's program as is the classroom instruction. Students are expected to work at some job, not just to help with expenses, but to realize the best of our work-study program.

Goals

1. To teach the student good work habits.
2. To provide a way for the student to earn part of their expenses while at school.
3. To help youth in determining their choice of an occupation. (Education 220)
4. "Practical work encourages close observation and independent thought. Rightly performed, it tends to develop that practical wisdom which we call common sense. It develops ability to plan and execute, strengthens courage and perseverance, and calls for the exercise of tact and skill." (Education 220)
5. To teach that the discipline of systematic, well-regulated labor is essential, not only as a safeguard against the vicissitudes of life, but as an aid to all around development. (Education 215)
6. To help young people discover that manual labor is not degrading. (Education 215)
7. To teach the students to make their work as nearly perfect as human brains and hands can make it. (Education 222)

"The youth should be led to see the true dignity of labor, and that God is a constant worker. All things in nature do their allotted work. Action pervades the whole creation, and in order to fulfill our mission we, too, must be active." (Education 214)

STUDENT LABOR

A variety of jobs are available at Highland Academy. Job placement will be based on job availability, financial need, and job requirements (age, hours, etc.). Work assignments can be arranged through the Work Coordinator for dorm students 14 years of age or older and village students under the age of 16.

There are a limited number of jobs available for village students over 16 years of age, however Highland Academy does not guarantee employment. We encourage village students age 16 and older to pursue employment off campus.

1. A student is not allowed to work at Highland Academy until we have a copy of the student's social security card, birth certificate, W-4, and I-9 forms on file.
2. Transfers between job assignments during the school year may only be made if the work coordinator considers the transfer necessary.
3. Work assessments are done every quarter to provide feedback on your student's work program.
4. Highland Academy is not responsible for any missed work time.
5. The meeting of work appointments is required, and absences and tardiness will be dealt with as part of the student's overall program.
6. If a student is unable to meet his/her work appointment, he/she should make personal arrangements with his/her supervisor.
7. Students are **NOT** allowed to visit other work areas without permission from that area's supervisor.
8. Students working off campus using school transportation may be charged for that service.
9. Any student who quits or is fired from a job may be subject to disciplinary action by the Administration Council and may not be given any other Academy-sponsored employment.
10. Students should dress according to the school's dress code unless instructed by their work supervisor to wear something different.

Discipline

The following steps will be taken when a student employed in an Academy position habitually performs unsatisfactorily at work (please note that non-Academy employers may have different disciplinary/firing procedures):

Level 1 – The work supervisor talks with the student. This is considered a warning and written notification will be sent to the work coordinator.

Level 2 – A conference is held with the student, work supervisor and work coordinator. This includes a telephone call to the parent/guardian and documentation of expectations for the student. A copy of the expectations will be given to the student and parent(s).

Level 3 – Termination of employment. The student may be subject to disciplinary action by the Administrative Council.

A student can be fired immediately in the event of gross negligence and/or insubordination.

SOCIAL SECURITY

As required by federal law, a student who expects to work at H.A. must present his/her social security number before being given a work assignment. Applications for a social security card are available at any U.S. Post Office or Social Security Office.

WORK CERTIFICATE

Certain work areas offer Work Certificates to those students who accomplish the requirements specified for that position. The Work Certificate can be very useful for future employment in that it gives the time period the student worked, hours of experience, a specific description of the responsibilities and experience acquired and other pertinent information. A student who is interested in pursuing a Work Certificate should work directly with the work supervisor for that area.

ACADEMIC INFORMATION

UNIT OF INSTRUCTION

Ten units is the amount of credit awarded for the successful completion of a course, which meets for all regularly scheduled classes (during the school year) as indicated in the school calendar.

MINIMUM COURSE LOAD

All students must maintain at least a minimum involvement in the school's academic program. We define this to mean at least 4 "solid classes" (which typically involve homework,

quizzes and tests) or 5 “classes” (which may involve “activity-based” classes such as Gymnix, music or art).

GRADING SYSTEM AND POINTS

The Grade Point Average (GPA) is based on all course work for which credit is given. The symbols listed are used to identify grades along with the GPA points:

			<u>Number Equivalents</u>
A	4.0 points:	Excellent	93 - 100
B	3.0 points:	Above Average	85 - 92
C	2.0 points:	Average	75 - 84
D	1.0 point:	Below Average	70 - 74
F	0.0 points:	Failure	Less than 69
WP	Withdraw Passing		
WF	Withdraw Failing		
NC	No Credit		
S	Satisfactory (Meets minimum requirements)		
I	Incomplete		

Due to the variance in school’s grading systems, transfer GPAs will be calculated according to Highland Academy’s grading system and points.

GRADUATION REQUIREMENTS

Highland Academy offers students two diploma options to meet State of Tennessee graduation requirements:

- The **General Diploma** curriculum is designed for those students who do not plan to attend a four-year college and instead would like to enhance the elective focus.
- The **College Preparatory Diploma** curriculum prepares students to enter a four-year college or university.

To receive a **DIPLOMA**, a student must:

- Be in attendance at Highland Academy for the last semester and take at least a minimum student load (four solids or five classes); and
- Successfully complete 240 semester units of instruction, including the specified required classes; and
- Complete ALL school work BEFORE participating in the graduation exercises.

Course work must include the following general requirements:

	General	College Prep
Religion (5 units per semester in attendance at an SDA school)	40	40
Fine Arts	10	10
English	40	40
Foreign Language	0	20
Health and PE (Wellness)	15	15
Mathematics (no pre-Algebra or Intro to Algebra) ** Req: Algebra I, II, Geometry, and a fourth higher level math course	40	40**
Science * Physical Science optional ** Two lab courses in addition to Biology (Chemistry, Physics, or A & P)	30*	30**
Social Studies (World History, U.S. History, Gov’t., and Econ.)	30	30
Computer Applications	5	10
Personal Finance (Included in Senior LifeSkills)	5	5
Electives	25	5
TOTAL UNITS	240	245

Students in graduating classes before 2014 are subject to the prior graduation requirements, as outlined below. However, students in graduating classes before 2014 may receive a College Preparatory Diploma if the new requirements are met.

	<u>2013</u>	<u>2012</u>	<u>2011</u>
Bible	40*	40*	40*
English	40	40	40
Mathematics	30	30	30
Science	30	30	30
Social Studies	20**	20**	20**
Computer A/K	10	10	10
Wellness	10	10	10
Fine Arts	10	10	10
Electives	25	25	25
TOTAL UNITS	215	215	215

* 5 Units Per Semester in Attendance | ** U.S. History, 10 . Econ, 5 . Gov, 5

SENIOR REQUIREMENTS

- To be a member of the Senior Class, or to participate in Senior Class activities, a student must
 - Have accumulated at least 165 units of high school credit,
 - Be taking a minimum course load which will meet all the graduation requirements, and
 - Not be taking any make-up classes from previously failed courses unless the student is transferring in to Highland their Senior year.

Should a student fail a required class, or not keep up with a correspondence schedule, he/she will forfeit Senior class membership and may not be considered a candidate for graduation.
- All previous academic records must be in the Registrar's Office before the winter break of the senior year or the student will not be permitted to return to school.
- All home study/correspondence courses required for graduation must be completed and documentation of a passing grade received before the student will be permitted to go on the Senior Class Trip. A student will not participate in Graduation exercises unless all official documentation is in the Registrar's Office by the Monday before Graduation.

TAKE NOTICE: Because colleges, universities and vocational/technical schools differ somewhat in their entrance requirements, students should select course work which meets the

specific entrance requirements of their chosen school. Even if education and/or training after high school is not anticipated, well-chosen electives can enhance job opportunities.

ACCELERATED GRADUATION POLICY

The Highland Academy curriculum has been developed as a four-year program. Occasionally, because of outstanding academic ability as well as social and emotional maturity, a student may request to graduate in three years. Policy criteria are as follows:

1. Student must have the approval of the academy faculty.
2. Student must meet all regular graduation requirements including four Bible classes.
3. Student must have at least a 3.5 GPA to enter an acceleration program and must maintain at least a 3.25 GPA to continue.
4. Student must submit a written request, along with the parents' approval, to the Curriculum Committee no later than June following the freshman year.
5. By the end of the freshman year, the student will have accumulated at least 70 credit units.

ACADEMIC RECOGNITION

Students with a cumulative GPA of 3.5 or above will graduate with Honors, while those who have 3.75 or more will graduate with High Honors. (The GPA for academic recognition is determined at the end of the first semester of the senior year; however, the cumulative GPA on the permanent record includes all scholastic work.)

HOME SCHOOL

Standardization is important for communication among educational institutions. This is accomplished at Highland Academy through the General Conference Department of Education and the Southern Association of Colleges and Schools. We work hard to uphold academic standards and to maintain credibility with these accrediting bodies.

When students are accepted into our program from a home school environment, we face the challenge of accurately evaluating their academic ability and establishing credit for their home school work. The criteria we use is as follows:

- Parents are responsible for the academic preparation and competency their children bring with them to Highland Academy.
- Highland Academy will accept grades only from an accredited educational institution.
- Documentation of course work and home school experience is necessary in placing students into our program.
- Highland Academy will test students by using one or more standardized tests to determine the competency and content of their learning experience. The student will be responsible for the costs associated with testing. Based on these test results and proper documentation, the Curriculum Committee will determine the amount of credit, if any, that will be accepted.

CORRESPONDENCE STUDY/SUMMER SCHOOL

Any student desiring to take correspondence work or summer school courses for credit must submit a WRITTEN request to the Curriculum Committee **PRIOR** to applying for such work. Except under unusual circumstances, permission will not be granted to take those courses that are offered in our school curriculum. Correspondence courses taken during the summer **MUST BE COMPLETED BEFORE REGISTRATION** at the beginning of the fall term. When replacing a failed course, if the course is not finished before Registration, the student will be enrolled in the class. Whether due to scheduling conflict or for scholastic enrichment, a correspondence class taken for credit must be under the supervision of the Curriculum Committee. All students desiring credit for correspondence courses are subject to being tested by Highland Academy.

TOUR ELIGIBILITY

NO STUDENT CAN BE IN MORE THAN TWO TOURING GROUPS AT ONE TIME. Touring groups include *Sole Voce*, Symphonic Band, Gymnix, and Bell Choir. The student is responsible to make arrangements, in advance, with his/her employer and classroom teachers. The academic work must be kept up to date if credit is to be granted. Going on a school-sponsored tour is not an excuse for not doing all regular school work.

CHANGE OF PROGRAMS

No credit or penalty will be recorded for classes dropped within the first two weeks of the semester. "WP" (withdrew passing) is recorded for students who withdraw from a class up to the fifth week (first grading period) if they are doing passing work. "WF" (withdrew failing) is recorded for withdrawing after the fifth week of the semester regardless of the grade earned at the time of withdrawal – except when a student transfers to another school.

In order to enter or withdraw from any class, the student must:

1. Have written permission from parents.
2. Obtain a drop/add slip from the Registrar, have the appropriate teachers sign the form, and return the form to the Registrar's Office. Entering a class without proper arrangements will result in no credit.

INCOMPLETES

Incomplete grades will be given only when circumstances such as illness have made it impossible for a student to finish class work in the regular time allotted. An incomplete does not buy time for a careless or indifferent student to make up missed work.

An incomplete becomes an "F" on the student's record unless the course work is satisfactorily finished within two weeks after the grades are issued or as arranged by the Curriculum Committee. Students are to take the initiative in making the arrangements and completing all required work.

Students should carefully note that class assignments, quizzes and tests cannot be made up if missed because of an unexcused absence.

CHALLENGE EXAM

The requirement for a class can be waived by a student who demonstrates knowledge and competency on an exam approved by the Curriculum Committee and the subject area teacher. A passing grade is issued for a score of 85% or better and will be noted on the transcript as "P" Passing, and will not be calculated into the GPA. A failed challenge attempt will not be recorded. The challenge exam is not

intended to make up failed classes or to change a grade. Up to three class requirements can be waived by Challenge Exam. The charge for the Challenge Exam is \$100 per exam, payable in cash at the time the test is given.

CHEATING POLICY

In an incident of cheating both students (the person copying and the person being copied from (if a party to the incident)) will receive zeros for the assignment, quiz, test, etc. Furthermore, the following policy will be followed:

Infraction	Disciplinary Process
1 st	Write-up; Zero on assignment
2 nd	Write-up; Zero on assignment; Parents notified
3 rd	Write-up; Zero on assignment; Parents notified; Ad council and possible further discipline

STANDARDIZED CLASS/HOMEWORK SUPPLIES

In an effort to help students be as efficient and organized as possible, each student should have the following:

- A. Regular size (8-½ x 11) notebook paper is the only paper acceptable (no tear-outs)
- B. Black or blue ink pens – red or other colors are not acceptable

COURSE INFORMATION

INTEGRATED CLASSES

English II/World History **20 Units**
This is an intermediate course in written and spoken English with an emphasis on essay writing, vocabulary development, grammar review and a general approach to literature. English II is combined with World History to enhance the learning of both subjects. In the study of History, we explore the religion, language, art, music, politics and economics of various peoples in an effort to determine what each has contributed to society. Special emphasis is given to the correlation of history and Bible prophecy.

English III/American History

20 Units

This is an advanced course in written and spoken English with an emphasis on a historical study of American literature combined with American History, essay and research writing, and vocabulary development. The class focus follows the major trends, themes, and developments in American life from the Colonial era to the present.

Bible IV/Personal Finance (LifeSkills)

15 Units

This course is a study of the Christian philosophy of life, career choices, relationships and witnessing. In studying the Christian philosophy of life, including health principles and finance, emphasis is given to value clarification, identity, decision-making and conflict resolution. By investigating career choices, the student explores the options for careers and obtains advice on the choice of a college. Relationships are studied in order to help the student gain a Christian philosophy of love, courtship, engagement, marriage and child-rearing. The study of witnessing encourages the student to become active in sharing the love of Christ in the family, neighborhood and at work.

EXPRESSWAYS TO LEARNING

A dynamic class that provides extra reinforcement in Math and/or Reading. Learning is made easy by using multi-media computer technology and printed lesson materials. The class meets 50 minutes/day, five days/week. The key to this program is retraining the brain to remember what has been seen and heard.

COMMUNICATION ARTS

English I

10 Units

This is a basic course in written and spoken English with an emphasis on grammar, spelling, vocabulary development, paragraph writing, use of the library and a thematic approach to literature.

English II - See Integrated Classes

10 Units

English III - See Integrated Classes

10 Units

English IV

10 Units

This is an advanced course in written and spoken English with an emphasis on a historical study of British literature, preparation for college entrance exams, essay writing,

media evaluation, and practical verbal and written communication skills.

English Comp 101 & 102

10 Units

Prerequisite: Cumulative G.P.A. of 3.0 or better, no English grades lower than a "B", and an ACT score in English of at least 21, or curriculum approval.

This is a college level class, with college credit, which also takes the place of academy senior English. Comp 101 (1st Semester) consists of an analysis of essays and literary works with an emphasis on synthesis of ideas, rhetorical modes, documentation skills and revision. Comp 102 (2nd Semester) consists of writing argumentative compositions based on issues raised in essays and literary works with an emphasis on research skills, support and revision. The main goal of both courses is to ensure that students develop effective written communication skills. Students making lower than a "B" at the 1st semester in English Comp will be moved to English IV for second semester.

FINE ARTS

Intro to Art

10 Units

This course is designed as a hands-on class featuring beginning techniques in pencil drawing, colored pencil, ink, opaque wash, basic color, charcoal, form, figure, perspective, three-dimensional art, and computer art. Out of class work and some research into artists from different time periods will be required. There will be a lab fee and student are expected to provide basic art tools such as pencils, rulers, erasers, and scissors.

Advanced Art

10 Units

Prerequisite: Introduction to Art or at discretion of the instructor.

This course is designed to challenge the advanced art student in his/her choice of one or two distinct areas of art and an in-depth study of the historic background of that particular area of art. Out of class work will be required. There will be a lab fee and students are expected to provide basic art tools such as pencils, rulers, erasers, and scissors.

Bell Choir

Tour Group

10 Units

Bell choir is a performing organization in which students learn the technique of ringing the handbells and how to read music. The bell choir schedules performances both on

and off campus throughout the year. Uniforms may need to be purchased.

Symphonic Band *Tour Group* **10 Units**



This course is open to any student with some proficiency on a wind, string, or percussion instrument. Emphasis is placed upon ensemble techniques appropriate to each instrument and of the performance of the best band repertoire. Many sacred and secular concerts at Highland and on tours are given throughout the year. Admission is by audition/ invitation, and uniforms will be required for performances.

Choir **5 Units**

Choir is a performing vocal ensemble designed to study choral music and to develop the art of ensemble singing and vocal technique. The choir performs in the Highland SDA Church and also performs several concerts a year at other locations.

Sole Voce *Tour Group* **5 Units**

This vocal ensemble is designed to challenge those who are capable of and interested in studying more advanced choral literature. Music, both sacred and secular, of many periods of choral music history is studied and performed. Membership is obtained through audition and invitation of the director and selected from members of the choir. Tuxedos and formal dresses are required each year as performance attire. The group is scheduled for both on and off campus performances each year.

Private Lessons **5 Units**

Private lessons are offered to both advanced students interested in developing skills in music and beginning students who wish to learn to play an instrument or sing for the first time. Lessons are available in the areas of keyboard, band instruments and voice. Lessons are held weekly and require independent daily practice. (For lesson charges, see Private Lessons under the "Financial Information" section.)

Woodworking **10 Units**

This is a beginning class exploring the growth of a tree, how boards are cut from a log and how this relates to the students' projects. Students will learn how to safely use the table saw, jointer, planer, band saw and other woodshop equipment. There will be a lab fee plus the cost of building the project.

Photography **5 Units**

This beginning photography course covers the basics of good photography and technique, as well as basic digital editing. Photo composition and the importance of proper lighting & exposure are stressed. Basic use of manual 35mm film cameras may be included.

MATHEMATICS

General Math, Pre-Algebra, Intro to Algebra, Business Math and Consumer Math **do not** meet math graduation requirements and will be treated as elective credit.

*A placement test will be given for all students desiring to enter Algebra II. Students who do not pass the placement test will be enrolled in Math II.

Calculators prohibited for use on the ACT are not allowed in Highland Academy math courses. For a list of prohibited calculators, see <http://actstudent.org/faq/answers/calculator.html>.

Algebra I **10 Units**

This course is designed for students who score well on an aptitude/placement test indicating a good background in mathematics. It stresses both the structure of algebra and the development of computational skills. This course provides an excellent preparation for further studies in math and science.

Math II **10 Units**

This course further develops skills learned in Algebra I and is not designed for students who are not pursuing a college preparatory diploma.

Algebra II **10 Units**

*Prerequisite: C or better in Algebra I and passing score on placement test**

A more extensive study of relations and functions including linear, quadratic, trigonometric, exponential and logarithmic functions.

Geometry **10 Units**

A study of plane as well as space geometry based on the properties of real numbers is considered in this class. The student acquires an understanding of the need for precise language, and grows in the ability to use the deductive method.

Senior Math **10 Units**

This course is a continuation of Algebra and Geometry concepts, including preparation for the ACT and SAT.

Pre-Calculus **10 Units**

Prerequisite: At discretion of the instructor

This is an advanced math class intended for college-bound students interested in math, science, engineering, etc.

MODERN LANGUAGE

Spanish I **10 Units**

This introductory Spanish course emphasizes speaking, reading and writing a International language. A study of grammar and the culture of Spanish-speaking people enriches the students' understanding of this language.

Spanish II **10 Units**

Prerequisite: Spanish I

The second year of Spanish is the continuation of Spanish I with further emphasis on the three basics – speaking, reading and writing.

PHYSICAL EDUCATION and HEALTH

Wellness **10 Units**

This course is designed to develop knowledge, understanding, attitudes and desirable practices related to personal and community health. The Bible and writings of Ellen White are emphasized. (5 units P.E. / 5 units Health)



Gymnastics *Tour Group* **10 Units**
This class emphasizes acrosports, cheerleading, stunts and basic ground tumbling. Skill will be developed for performance on public relations trips. Team members are selected by tryouts.

Personal Fitness **5 Units**
This is a course in independent PE, stressing consistent personal exercise.

PRACTICAL ARTS

Accounting I **10 Units**
This course is a career-oriented approach to basic accounting principles and their application to common business situations. Emphasis is placed on understanding the accounting cycle, organizing and preparing financial statements and doing the bookkeeping involved. Certain problems are done on the computer to simulate real office practice.

Auto Mechanics **10 Units**
A course designed to acquaint the student with the following basic automotive areas: power sources, fuel and electrical systems, power train, brakes and chassis and preventative maintenance and repair.

RELIGION

Religion I **10 Units**
This course is a study of the Bible as divine literature. It covers creation, the origin of sin and family relationships in conjunction with the complete book of Genesis. It is also a study of the life of Jesus Christ leading up to His crucifixion, as well as how to develop a personal relationship with Him as seen through the book of Matthew and in the writings of Ellen White.

Religion II **10 Units**
This course is a study of the "Plan of Redemption" as it is revealed in the Bible from Genesis through Revelation. The goal is to lead students in developing an understanding of the great truths contained in God's word and the stories that accompany those truths. Emphasis is placed on studying the Old and New Covenants and how each of them has a significant role in the presenting and preserving the

message of God's eternal love for humanity. An understanding of the Sanctuary and various prophecies are taught and emphasized as well.

Religion III **10 Units**
This is a study of the history and theology of Christianity. Emphasis will be placed upon the theology of salvation and how it has been taught since the time of Jesus Christ. The development of Christian doctrines and the history of Christian churches will be examined. The role of the Seventh-day Adventist movement and its teachings will be emphasized. Students will learn a variety of ways to study the bible and evangelize.

Religion IV – See Integrated Classes **10 Units**

SCIENCE



Biology **10 Units**
This is an introductory life science class. This course guides the student in the study of the life functions and processes of cells, tissues, organs, systems and organisms. A variety of laboratory activities are included.

Physical Science **10 Units**
This course concentrates on the study of matter and energy, including topics in chemistry and physics.

Chemistry **10 Units**
Prerequisite: C or better in Algebra I - Algebra II recommended or taking concurrently
Through classroom interaction, research, problem solving and laboratory experiences, this course leads the student in the discovery of the major concepts of chemistry. Emphasis is placed on the thinking and problem-solving processes of science.

Physics **10 Units**
Prerequisite: C or better in Algebra II and Chemistry
This course examines the concepts of general physics through the use of mathematical models and practical everyday examples. Emphasis is placed on the problem-

solving processes of science and mathematics. Lab experience is included.

Anatomy and Physiology **10 Units**
Prerequisite: Biology/Chemistry recommended, at discretion of the instructor
A&P is a non-medical approach to the structure and function of the human body.

SOCIAL STUDIES

World History – See Integrated Classes **10 Units**

American History – See Integrated Classes **10 Units**

Economics **5 Units**
This is an introductory course in the study of Economics.

Government **5 Units**
This course is designed to give students a basic understanding of the American political system, its roots and its workings today. It includes a study of the Constitution with its principles, implied and explicit rights and the system of checks and balances. The relationship of the U.S. to other nations and its International policies are studied along with current affairs, both on the local level and on the national level. The class is designed to discover where information on governmental actions and issues can be found and to encourage thoughtful and educated opinions. Students will have a clear understanding of the rights and responsibilities required for good citizenship.

TECHNOLOGY

Computer Applications **10 Units**
This course is designed to give the student skills in the following areas: word processing, spreadsheets and Internet use.

Advanced Computer Applications **10 Units**
Prerequisite: Computer Applications
This course is designed to be an in depth study of the Microsoft Office Suite and prepare students for certification.

ATTENDANCE

Highland Academy is bound by state law to maintain regular attendance records that are kept in the Attendance Office. This attendance policy is for the purpose of accountability. Any academic consequences for being absent from a class will be reflected in the academic grade.

LIMIT OF CLASSES MISSED AFFECTING COURSE CREDIT

A student who is absent from any class more than eight (8) times during a **SEMESTER** will lose academic credit for that class.

All absences will count toward the eight (8)-absence limit per semester **except** for approved school-sponsored activities. In other words, all absences except approved school-sponsored activities are considered “unexcused” and count towards the 8-absence limit. Approved school-sponsored activities are the only absences that are considered “excused”. **Before** returning to class after an absence, a student must bring a written “statement of reason” for the absence, signed by their parent/dean, to the attendance office.

A **Class Admission (Pink) Slip** will be issued allowing the student to return to class.

Village students will be required to obtain a signed note from their parents for all absences except for those that will be considered “AB’s”. In these situations the dean on duty may sign the note for the village student.

Remember that all absences such as sickness, funerals, weddings etc. (except for approved school-sponsored activities “AA’s”) count toward the eight (8) absences allowed for a whole semester. Be careful how they are used! NOTE THAT DOUBLE PERIOD CLASSES COUNT FOR 2 ABSENCES. Anytime a class is missed, a notice with a copy of the current reason for missing the class and the total number of absences so far for the semester will be sent to the student’s parents for their records.

MAKING UP CLASS WORK DUE TO ABSENCES

No class work can be made up for any absence **except** approved school-sponsored activities, prearranged leave,

sickness, doctor appointments, funerals and discipline issues. Upon returning to school, a student will be allowed **one** school day to make up class work for each school day missed.

Approved School-Sponsored Activities - “AA”:

A student involved in an approved school-sponsored activity will be allowed to make up all class work **only** if they make arrangements with their teachers **BEFORE** leaving. **If arrangements are not made before leaving, class work cannot be made up.**

When students miss classes as a result of weather, these absences are considered approved.

Approved school-sponsored activities do **not** count as one of the eight (8) times per semester a student can miss a class.

Prearranged Leave - “PA”:

These are absences that have been arranged for ahead of time. These absences will count toward the eight (8) absences allowed per semester for any one class. The prearranged leave process is for the purpose of making up school work only.

The following steps will need to be completed:

1. Fill out an **Ad Council Request Form completely.** (Forms are in the Attendance Office, Business Office, Deans’ Offices, or website.)
2. Parents must provide a signed request in writing explaining why classes will be missed and the time for leaving and returning to school.
3. Teachers, work supervisors and deans must sign the Ad Council Request Form before it goes to Ad Council. **Their signatures do not grant approval for the request or allow a student to get assignments.**
4. Ad Council Request Forms must be turned in to the Principal’s Office.
5. All request forms must be approved by Ad Council **BEFORE** going to a teacher for assignments. Ad

Council meets every Tuesday morning at 9:15 a.m. in the Principal’s Office.

6. Teachers must see the **approved** Ad Council request before they will give any assignments ahead of time.

Absences as a Result of Discipline – “DI”:

When students miss classes as a result of discipline issues, these absences are counted against the eight absences allowed per class per semester; however, the student is usually allowed to make up their work.

ATTENDANCE AT ASSEMBLY & WEEK OF SPIRITUAL EMPHASIS

These are required meetings, and attendance will be taken. More than three (3) unexcused absences (“AB”) or 5 unexcused tardies (“TU”) from Assembly in a semester or more than one (1) unexcused absence from Week of Spiritual Emphasis in a semester will result in the student meeting with the Principal. In other words, if the student skips 4 Assemblies in a semester and/or 2 Week of Spiritual Emphasis meetings in a semester, they will be required to meet with the Principal. To receive an “excused absence”, students will need to bring a note from their parent or dean (or work supervisor, if work related) documenting that the student was either sick or had to work. Village students are required to attend both Assembly and Week of Spiritual Emphasis meetings the same as the dorm students. Village parents need to make arrangements ahead of time for their student to attend these meetings so that transportation does not pose a problem.

ATTENDANCE AT OUTREACH/FALL & SPRING PICNICS

These events are counted as school days, and are, therefore, required. If a student is absent from one of these activities, they will be counted absent from each of their classes for that day – which will count against the eight they are allowed per semester. The student will need to bring in a signed written excuse to receive a “Class Admission Slip” before they will be permitted to return to classes the next school day.

TARDIES

The recordkeeping of tardies is the responsibility of the teacher. When students are tardy, they will not be allowed to make up work that was done before they got to class. This may include a quiz if it has already been started or turning in homework that was due and has been collected. Students may get 4 tardies in a 9-week period. **The fifth tardy drops the student's grade one letter grade.**

APPEALS

All attendance-related appeals will go to Ad Council.

CLUBS AND ORGANIZATIONS

STUDENT ASSOCIATION

All currently enrolled students and all staff members are members of the Student Association. This association is the general organization of the student body and is responsible for certain social and cultural activities.

SIGMA DELTA PSI

All young men enrolled at Highland Academy belong to this organization. Their objective is working together to build Christian character through cultural, educational and recreational activities.

KAPPA THETA

The purpose of this club is to promote friendliness, culture, spiritual development and social enrichment among the young women of Highland Academy.

NATIONAL HONOR SOCIETY

In an endeavor to encourage student excellence in leadership and citizenship, as well as scholarship, Highland Academy supports membership in the National Honor Society. Juniors and Seniors with at least a 3.25 GPA (cumulative and current) and who maintain high standards of personal development may be nominated by Highland Academy to membership in the National Honor Society according to the following criteria:



A. Leadership—

- Holds positions of leadership and responsibility or school offices.
- Works well with others.
- Dependable: gets the job done.
- Exerts a positive influence on peers in upholding school rules.

B. Service—

- Participates in some outside activity and volunteers services.
- 2 years or more in Band, Choir, Bell Choir, Gymnix or Drama or present to support weekend activities and programs.
- Willing and ready to help when needed.
- Shows courtesy by assisting visitors, teachers and students.

C. Character—

- No noteworthy discipline problems.
- Takes criticism well and accepts recommendations graciously; reveals a positive attitude.
- Demonstrates the highest standards of honesty and morality.
- Consistently exemplifies desirable quality of behavior: courtesy, concern and respect for others.

Members who don't maintain these standards will be excused from membership and cannot be reinstated. New students must be in attendance for at least one semester before they become eligible; however, membership can be transferred from another school to the Highland Academy Chapter of the National Honor Society.

CHIMES

The Chimes is the school yearbook. Prepared by the students and for the students, it is an organization that requires dedication, secrecy, creativity and many hours of hard work -- but the rewards are fantastic.

SKI CLUB

The Highland Academy Ski Club provides an opportunity for all those who enjoy snow skiing to participate in a week-long trip to Colorado during Winter Break.

DRESS POLICIES

Highland Academy upholds principles of modesty, simplicity, good taste and appropriateness in dress. Our dress should make a positive impression on others and not attract attention to self. Each person will be expected to avoid extremes in dress and personal appearance. The school administrators are the final authority in interpreting the dress policies. All students, dormitory and community, are to comply with the dress policies when on campus or when participating in school functions.

Sabbath and Worship Attire

Highland Academy recognizes the importance of God's Sabbath (Genesis 2:1-3) and seeks to teach the students principles involved with Sabbath worship. Preparation for worship on the Sabbath involves two biblical principles:

1. Outward Preparation – Exodus 20:8-11, Isaiah 58:13, 14
2. Inward Preparation – Matthew 23:25-28, Mark 7:20-23, Romans 12:1, 2, Romans 13:8-10

The dress code for the various Sabbath worships and activities seeks to help the students with understanding the principles stated above. Our desire is that the outward preparation will facilitate the importance and necessity of the inward preparation for honoring God on his Sabbath.

(Attire is subject to change by the school administration.)

GENERAL POLICIES

Tops – School Attire: Shirts, hoodies, etc. that are not representing SDA entities may not have any insignia larger than 2" x 2" square. Shirts may not contain slogans (writing) or images.

Cosmetics: An unnatural appearance resulting from the use of cosmetics is not acceptable. Nail polish should be clear.

Hair: Students should stay away from extreme haircuts and styles.

Jewelry: All jewelry such as rings, necklaces, earrings, studs, bands and/or cloth jewelry, i.e. friendship bands of any type, and/or pocket chains for wallets are not to be worn for any occasion. An appropriate, neck-worn key chain may be purchased from the Business Office. This is for **keys** and/or **personal I.D.** only.

Shoes: Appropriate footwear must be worn at all times. For example, slippers are appropriate in the dorm, tennis shoes are appropriate in the gym, shoes/sandals are appropriate in the classroom, etc.

Shorts: Shorts, when appropriately fitted at the waist, must be long enough to be below the fingers when the arms are hanging relaxed at the sides with fingers extended. **No cheerleading shorts allowed.**

Hats: Hats are inappropriate in the classroom, administration building and at religious services. Bandanas are permissible during recreation time, but are never appropriate in the Ad Building.

Miscellaneous: Clothing and accessories used as symbols of counter cultures are inappropriate at all times. Clothing or decorative patches which feature artwork, slogans or advertise products not in keeping with Seventh-day Adventist Church standards are not allowed. Any clothing portraying band names, logos, slogans, song titles, etc. are prohibited.

Special Occasions: i.e. banquets, outings, etc. The weekend schedule or group sponsor will determine dress expectations, which may differ from this general policy.

LADIES

All clothing should be clean, neat, modest, properly fitted and appropriate for the occasion. Pants are to be loose fitting but not sloppy. Skirts and dresses are to be long enough to at least reach the knee while standing and modest while sitting. All tops must be long enough to cover the midriff while arms are raised. Immodest sleeveless, low-cut front, back or sides are never acceptable. No spandex-type pants or torn, ragged, excessively-worn clothes (including superficial or intentional) should be worn.

Sabbath school, Church, and Sabbath Lunch: Dresses, skirts, blouses and/or sweaters, dress shoes and no sport shoes.

Vespers: As above plus polo shirts and dress slacks, including *dress khakis* (no cargo pants).

School and weekday lunch: As above plus clean, well-kept pants/jeans, tees, and sport shoes. No scrubs, tanks, sleeveless, athletic pants, sweats, fatigues, shorts or hats.

Recreation and breakfast/supper: As above plus shorts, sweats, scrubs, hats, and modest tanks or sleeveless shirts. No boxers or Gymnix uniforms. For swimming, swimwear must be modest, one piece.

MEN

All clothing needs to be clean, neat, modest, properly fitted and appropriate for the occasion. Torn, ragged or excessively-worn clothes (including superficial or intentional) are inappropriate. Too tight (i.e. spandex) or too loose or baggy are not acceptable. Hair should be clean, neat and well-groomed. Hair should not be so long as to cover the eyes or entire collar of a conventional dress shirt .

Sabbath school, Church, and Sabbath Lunch: Dress slacks, dress shirt, tie and dress shoes. May remove tie for Sabbath lunch.

Vespers: As above plus polo shirts and *dress khakis* (no cargo pants). A tie is not required. (The school may make changes to this on a week-to-week basis as appropriate).

School and weekday lunch: As above plus clean, well-kept pants/jeans, tees, and sport shoes. No scrubs, tanks, sleeveless, athletic pants, sweats, fatigues, shorts or hats.

Recreation and breakfast/supper: As above plus shorts, sweats, tanks, scrubs, hats, and appropriate footwear. For swimming, swimwear must be properly fitted and modest.

DISCIPLINE

For all dress code offenses, students will be required to immediately address the problem as necessary, and the staff member will notify the Principal's Office. At the second offense, Administration will have the student call

his/her parent(s) and he/she will visit with the Principal. After the third offense, the student will go to Ad Council for further discipline and/or suspension for insubordination. This policy will be followed regardless of whether the offenses are the same or not.

CONDUCT AND DISCIPLINE

When needed, we believe discipline should be redemptive rather than punitive. Since self-discipline is the ultimate goal for each student, the faculty will seek to assist the student in recognizing the mistake made and lead the student to correct the mistake. The faculty believes that close cooperation is necessary between the school, the home and the student if proper conduct is to be maintained and self-discipline is to be developed.

Certain actions or practices are inappropriate in a Seventh-day Adventist school, and those who choose to engage in them place themselves in a position that may call for withdrawal from school. Among these actions are:

1. Willfully undermining the religious ideals of the school.
2. Engaging in any form of deception, such as cheating, lying or stealing.
3. Failure to observe the proper moral attitude toward others.
4. Using profane and obscene language or possessing obscene literature.
5. Using or possessing drugs, including tobacco and alcohol.
6. Gambling or possessing gambling devices.
7. Bringing firearms, knives or other potentially lethal or harmful instruments onto the campus. ****FELONY: STATE LAW PRESCRIBES A MAXIMUM PENALTY OF SIX (6) YEARS IMPRISONMENT AND A FINE NOT TO EXCEED THREE THOUSAND DOLLARS (\$3,000) FOR CARRYING WEAPONS ON SCHOOL PROPERTY****
8. Being insubordinate by continual, willful disrespect or disobedience to any member of the school staff or by persistent violation of any regulation.
9. Meeting persons of the opposite sex in a deliberately secret manner or place.
10. Inappropriate touching or other activities of a sexual nature.

11. Picking or breaking locks, doors or windows to enter locked places; possession of any unauthorized keys; tampering with school lights, wiring, bells or alarms.
12. Entering or leaving the dormitories or any other building or room by any means other than the regular entrances, except in case of a fire, fire drill or by the direction of the administration.
13. Leaving the dormitories without proper permission during the evening or night or for an extended absence at any time.
14. Conspiracy or participating in any act that injures, degrades or disgraces any person.
15. Shoplifting: If a student is caught shoplifting, the school will not intervene to prevent prosecution. If a student is not caught by the store and it comes to the attention of the school, restitution and further discipline from the school will ensue. IF A SECOND OFFENSE COMES TO THE ATTENTION OF THE SCHOOL, THE SCHOOL WILL TAKE THE STUDENT TO THE STORE AND INSIST THAT THE STUDENT BE PROSECUTED.
16. Being involved with any type of satanic or demonic activity.

WHILE A STUDENT IS SERVING A SUSPENSION, HE/SHE IS NOT TO RETURN TO THE CAMPUS UNTIL THE TIME DESIGNATED BY THE SCHOOL.

ONCE A STUDENT IS EXPELLED OR ASKED TO WITHDRAW FROM SCHOOL, HE/SHE IS NOT TO RETURN TO THE CAMPUS UNLESS HE/SHE WRITES FOR AND IS GRANTED PERMISSION FROM THE PRINCIPAL. THIS ALSO INCLUDES GRADUATION WEEKEND.

DISCIPLINE APPEALS

A student and their family have the option to appeal disciplinary action taken by the school within 30 days of the decision. Those wishing to appeal must contact the principal to begin the appeal process.

SOCIAL POLICY

Students are expected to cooperate with Highland's hands-off policy. If individuals find themselves unable to do so, they will be put on "social" for a specified time decided upon by Ad Council. Other situations, such as being in the wrong place with the opposite sex without permission, may warrant being put on "social" and possibly additional

discipline. The staff member observing the problem will put the individuals on "social" at the time the incident takes place and will also convey to them the decision from Ad Council as to the length of time.

Students on "social" will refrain from:

1. Being together
2. Communicating with each other
3. Being in close proximity to one another so as not to appear in questionable circumstances

DRUG TESTING POLICY

Highland Academy, by action of the Highland Academy Board of Trustees, reserves the right for Ad Council to ask any student who is suspected of drug or alcohol use to submit to a blood, urine or hair analysis test. If the student refuses to take the test, it would be probable cause for expulsion. If the test is negative, the school will pay the bill. If the test is positive, the parent is responsible for the payment of the charges.

HARASSMENT/BULLYING POLICY

Highland Academy advocates a harassment-free environment whether it be physical, verbal or sexual. Incidents should be reported to a staff member or the principal immediately.

VANDALISM POLICY

Vandalism – willful or malicious destruction of public or private property. When a student is involved in an act of vandalism the following will apply:

1. They must write and sign a contract regarding their future treatment of school property and indicate their knowledge of the consequences of future vandalism.
2. The student will pay for the cost of materials and labor to restore the vandalized property to its rightful condition.

Example of charges:

- A. Solid core door - \$180.00
- B. Hollow core door - \$155.00
- C. Damage to carpet - \$100.00 minimum
- D. All labor charges will be assessed at \$20 per hour.

3. In addition to the above charges, a fine of \$50.00 will be assessed as well.
4. If it seems impossible to determine who has vandalized property, the accrued fine monies may be used to induce witnesses to come forward with information.
5. If a student is involved in a second act of vandalism, they will be suspended to home.
6. It will be at the discretion of the dean or staff member as to whether a particular act was one of vandalism or an accident.

LOCKER SEARCH

Highland Academy reserves the right to search any student locker at any time deemed necessary.

CELL PHONE POLICY

Students are permitted to have cell phones on campus, with the exceptions of assembly, *all* religious functions, and work areas unless specified by work supervisors. Cell phones in the Ad Building are *only* to be used at a teacher's discretion and otherwise must be turned off and put away. Cell phone use in the dorms is to cease at lights out time.

USAGE

Infractions of this policy include:

- Cell phone ringing and/or vibrating in backpack, pocket, purse, etc. in an area where cell phones usage is not permitted or required by a teacher/work supervisor
- Cell phone visible in an area (assembly, religious function, etc.) where cell phones are not permitted
- Cell phone in use within the Ad. Building or another area of campus where not permitted without teacher's direction
- Cell phone in use after lights out in the dorm
- Cell phone being used as a Personal Listening Device will be addressed as outlined by the Music / Adopted-PLD policy.

Please Note: Any of the above infractions apply to all cell phones whether or not the phone belongs to the holder.

CONTENT

Cell phone content (music, text messages, images, etc.) is expected to be in keeping with Highland Academy's standards. Highland Academy reserves the right to review the contents of any student's cell phone.

DISCIPLINE

Infraction Disciplinary Process

1 st	Write-up; Phone confiscated, returned at same time next business day
2 nd	Write-up; Phone confiscated, returned by the Principal after 7 days
3 rd	Write-up; Phone confiscated for 30 days
4 th	Write-up; Phone confiscated permanently

COMPUTER USE POLICY

Highland Academy (HA) owns, maintains, and operates the information system available in the school. These resources are provided for the sole purpose of being a benefit to HA. HA maintains the policies under which the use of these resources is acceptable.

GENERAL

The use of HA-owned/operated equipment or resources for anything of an illegal or harassing nature is expressly forbidden.

The use of HA-owned/operated equipment or resources for anything inconsistent with the goals, objectives, and standards of HA is expressly forbidden.

If anyone (staff, student, visitor, or anyone else with access) receives inappropriate computer or electronic mail messages, they should notify the Information Technology (IT) Director immediately.

Highland Academy reserves and exercises the right to monitor, intercept, and read the entire contents of any document, data, or electronic message stored or transmitted, including information that has been deleted,

on any HA-owned/operated system for the purpose of maintaining the security and integrity of those systems, to assure compliance to policies, and to limit the exposure of the school to adverse legal consequences. Computer documents, data, and electronic messages are not private, but are considered to be school records.

Reasonable and prudent use of HA computer resources for non-work-related activities, after hours, and in accordance with the operational goals of HA is acceptable within the guidelines of this policy. The viewing, printing, or downloading of inappropriate, obscene, or pornographic material is strictly prohibited.

SECURITY

Users of this network are to have their own login ID and password.

Users are not to use the login ID or account of another user.

Maintenance of separate, restricted user areas on the network does not imply any degree of privacy for the user.

HARDWARE

Any computer or network hardware is not to be relocated without the prior approval of the IT Director.

Network hardware is not to be reconfigured without prior approval of the IT Director.

SOFTWARE

The installation or use of unlicensed or improperly licensed software on HA-owned/operated equipment is expressly prohibited and is grounds for disciplinary action.

No software may be installed or used on any computer owned by HA without prior approval of the IT Director.

It is the responsibility of each user to obtain permission from IT prior to performing any of the following activities on any computer owned or operated by HA:

- Making copies of any software on a computer
- Making changes in software configurations that may affect other users on the network
- Permitting any individual to do either of the above

GENERAL COMPUTER USE GUIDELINES

The user is responsible for ensuring that the Internet is used in an effective, ethical, and lawful manner. Users are representing Highland Academy. Examples of acceptable use are:

- Using Web browsers to obtain information from commercial Web sites
- Accessing databases for information as needed
- Using e-mail for school or personal contacts

Examples of unacceptable use include but are not limited to:

- Undermining the religious aspects of Highland Academy
- Sending or forwarding chain e-mail (i.e. messages containing instructions to forward the message to others)
- Broadcasting e-mail (i.e. sending the same message to more than 10 recipients or more than one distribution list)
- Conducting a personal for profit business with HA resources
- Transmitting any content that is offensive, harassing, or fraudulent
- Visiting or participating in chat rooms
- The attempted access or access of blocked sites (i.e. Facebook, HoverSpot, MySpace, et. al.)

DISCIPLINE

All students of Highland Academy will abide by the computer-related policies established by HA. Failure to adhere to the policies regarding computers, software, and the Internet are considered a major offense and will be referred to the Administrative Council for disciplinary action.

The Ad Council will impose appropriate consequences that may include, but are not limited to:

- **Student will be reprimanded, followed by counseling.**
- **Student access and privileges to the Internet may be temporarily or permanently suspended.**
- **Student may be subject to suspension or expulsion.**
- **In cases of equipment abuse or misuse where equipment is damaged or destroyed, the user will make full restitution for replacement of the damaged equipment and further action as deemed necessary.**

MEDIA CENTER POLICIES

The media center is to be used for studying, reading and research, not for social gatherings during the school day. Loud talking and noise making will not be allowed. Talking should be done in low tones or whispers. The rights of others should be respected.

Newspapers, current magazines and reference materials are to be read in the media center and are NOT to be taken from the media center. The exception to this is when a teacher checks one out for a certain class period for classroom use. Nothing is to be cut or torn out of the media center 's newspapers or magazines without permission

No books or materials are to be taken from the media center unless they have been properly checked out.

Teachers may place materials on reserve, and these materials will be located on the rolling cart. Checkout of these materials may vary according to the teacher's request.

Computers: Media center computers are to be used only if you sign in. Classwork gets first priority on the Internet. Computer games are not allowed.

Overdue Books: Books and other materials are considered overdue if they are not returned to the media center on the date due. Notices will be sent to students who have overdue books.

Fines, Damages and Losses: Fines will be charged for overdue items. Students will pay for books or other items that are damaged or lost. TEST PERMITS WILL NOT BE GIVEN UNTIL MEDIA CENTER CHARGES ARE PAID.

Reading Center: Easy chairs are provided for relaxation while students read and study. Students should not abuse this privilege.

STUDENT LEADERSHIP

The training of students for leadership is an important part of the program of Highland Academy. The faculty seek to provide as many opportunities for students to be leaders as possible. Students should recognize that leadership is a privilege and that responsibilities go with leadership. Student leaders are expected to work closely with faculty sponsors in carrying out their leadership responsibilities.

Student leadership opportunities are provided in the Student Association, the four classes, dormitory clubs, Sabbath School, Chimes, Highlander, Band, Choir, Gymnix and other school clubs and organizations. Leadership in the Student Association is selected through a campaign process as specified in the S.A. Constitution. The staff members of the Highlander and Chimes are appointed. Student leaders in the other clubs and organizations are elected by those organizations.

Candidates for any office or leadership position must be approved by the faculty on the basis of G.P.A., citizenship and attendance. Student officers must not meet only the requirements to be approved, but they must continue to meet the requirements during the term of office.

STUDENT OFFICES

A student holding a major office will not be allowed to run for another major office. If there are students who are not eligible to have another office because they have minor offices, they may be allowed to choose a higher (major) office and relinquish the lower office.

MAJOR OFFICE AND MINOR OFFICE

In order for a student to be eligible to run for a major office which are:

1. Student Association President
2. Senior Class President
3. Senior Class Vice President
4. Junior Class President
5. Junior Class Vice President

The student must have a 2.5 cumulative G.P.A. with no "F's" for the previous semester. In order to preserve the office, the student must maintain a 2.5 current G.P.A. with no "F's".

In order for a student to be eligible to run for a minor office such as a member of the S.A. Committee or any elected offices not otherwise categorized previously, the student must have a 2.0 cumulative G.P.A. with no "F's" for the previous semester. In order to preserve the office, the student must maintain a 2.0 current G.P.A. with no "F's".

All elected officers of student organizations must have acceptable citizenship and maintain it. Any officer who receives major discipline during the year will forfeit any office(s) held (and eligibility to run for any other office(s)) for that school year.

ELIGIBILITY TO JOIN A CLASS

To be eligible to join one of the following classes, all students must have official transcripts from schools previously attended recorded in the Registrar's Office and meet the following requirements:

Senior Class: (Dues - \$30.00 per semester)

1. Must have earned at least 160 semester units.
2. By the end of the school year will have completed the requirements for graduation as set forth.

Junior Class: (Dues - \$20.00 per semester)

Students must have earned at least 110 semester units.

Sophomore Class: (Dues - \$15.00 per semester)

Students must have earned at least 60 semester units.

Freshman Class: (Dues - \$10.00 per semester)

The student must be taking enough class work to have earned at least 60 semester units by the end of the year.

RECREATION POLICY

The recreation program is a part of the school's informal curriculum, usually known as the extracurricular program. We recognize that the informal curriculum has a significant impact upon the school and its students. Just as the formal

curriculum of the school is to be in harmony with the philosophy and objectives of the school, so is the informal curriculum. Each activity should be uplifting, restorative and re-creative. This is especially true in the recreation program.

The school will seek to provide as many activities as possible at recreation periods. The faculty encourages students to be participants in the activities, not just spectators.

During recreation periods, students are expected to be at recreation or in the dormitories. Once students are at recreation or in their respective dormitory, they should remain there for the rest of the period.

Any injuries occurring during recreation are to be reported immediately to the faculty member present. An accident report is to be filled out by the student for any injury.

Appropriate dress for recreation activities is listed in the "Dress Policy" section of this handbook. Shoes are required at all recreation periods and activities.

MUSIC

Music is, by definition, capable of influencing one's deepest thoughts and feelings. Therefore, it is used both by God and by Satan to affect changes in a person's life. Satan, having been chief musician in heaven before his fall, knows all too well how to use the medium of music to lure students and adults into disobedience. Therefore, it is important that we be careful how we use music and what music we choose to become involved with, either as a performer or a listener. Music is an integral part of Highland Academy, and we feel it is important to help the student to understand its proper use in expressing honor and praise to God. We are ever striving to apply these principles to secular and sacred music in all parts of our school program.

Secular music which is to be performed at occasions such as banquets and Saturday night programs must be approved through the Audition Committee at least two weeks in advance of the performance.

The music department facilities have been provided primarily for students enrolled in music classes and organizations. Students must have permission from a music teacher to use the facilities.

NO LISTENING DEVICES ARE PERMITTED ON CAMPUS. An exception to this policy must be requested by the Student Association and granted by the faculty each year. If the policy is not requested or the privilege is lost, this initial policy is in force.

FOOD SERVICE

The cafeteria operates on a flat-rate plan. Dormitory students are charged a flat rate each month as a part of the monthly charge (See Financial Information). Students may eat as much food as is provided, but they are expected to eat what they take and not waste food. No food or drink is to be taken from the dining room.

A six-week cycle of menus is planned with some adjustments during the school year. Copies of the menus are available to students and/or parents.

VILLAGE STUDENTS ARE PERMITTED TO EAT THE CAFETERIA FOOD ONLY IF THEY HAVE A MEAL CARD. Village students may bring a sack lunch from home and eat with the dorm students if they choose not to buy a meal card to eat the Cafeteria food. Meal cards are sold in counts of ten (10) meals per card (at \$4.75 per meal). Unused meals will be credited back at the end of the school year.

Meat and caffeine products are not served in the cafeteria. It is expected that students will not use these products at any school functions or activities. Desserts are served in the cafeteria on a limited basis.

VILLAGE STUDENTS

Village students are an important part of the school program. It is the sincere desire of the faculty that village students be as much a part of the total school program, including weekend activities, as possible. It is expected that village students will abide by school rules when participating in school functions, the same as is expected of

dormitory students, i.e., **not bringing listening devices on campus or school trips. If discovered, these items will be confiscated.**

A student may be considered a village student and attend Highland Academy only if he/she lives with a relative or a staff member. In other words, students may not live off campus with a friend of the family and attend Highland Academy.

Students are permitted to have cell phones on campus, with the exception of the classrooms, Assembly and all religious functions.

Village students are considered to be part of the respective dormitory clubs. Village students are welcome to be in the dormitories during the day; however, village students should not be in the dormitories at other times without specific permission from the dean. When dormitory students are in their dormitories, village students are not to be on campus unless they are working. If a student is in the dormitory after recreation in the evening, he/she is to check in with the dean. He/she must attend worship and be under the same study hall rules as the dormitory students are.

It is expected that many village students will need to drive to and from school. The following policies apply to the use of all motorized vehicles, (e.g. motorcycles, golf and go carts):

1. Students must have a valid driver's license and insurance.
2. Students driving a vehicle to and from school must complete a vehicle registration form.
3. Vehicles must be parked in the parking area adjacent to the front campus in an assigned parking space for ALL on-campus activities (e.g. work, banquets, recreation).
4. While vehicles are parked, they are to be locked and off limits to all students, including the driver. Radios are not to be played.
5. Vehicles are not to be used during class sessions for special trips off campus. Their approved use is for the trip to and from home and for going home for the noon meal.

6. Village students are not allowed to have dormitory students in their vehicles on campus.
7. Vehicles are not to be driven by village students to off-campus school activities.
8. Students of faculty members are expected to abide by the same policies.
9. Village students may only transport as many passengers as there are seat belts in the vehicle. Passengers may not ride in truck beds.

Village students are not to leave campus once they have arrived unless they are leaving to return home at the end of their school day or going home for the noon meal, unless otherwise designated on a signed parental approval sheet. If a student leaves campus without permission, the school will attempt to locate the student. If the student cannot be located, the school will notify the parents. An automatic two-day suspension will be enforced for the driver and for passengers by the school. Appropriate disciplinary action will then be taken.

DORMITORY STUDENTS

SUGGESTIONS ON WHAT TO BRING

1. Pillow and pillowcases
2. Four sheets (twin bed size)
3. Blankets, comforters and bedspread
4. Hand and bath towels, washcloths
5. Soft-soled slippers
6. Bathrobes and shower shoes
7. Table or study lamp
8. Work clothes
9. Rainwear
10. Wastebasket
11. Gym shoes
12. Bible
13. Pictures
14. Drinking glass
15. Dictionary and reference books
16. First-aid supplies
17. Window curtains (window sizes in boys' and girls' dorm rooms - 48" x 48"):
18. Battery-operated alarm clock (NO clock RADIOS)
19. Cleaning supplies for room and sink
20. Flashlight

21. Poster putty

Dorm students are encouraged to keep their rooms locked at all times. Highland Academy does not assume any responsibility for student belongings when a room is left unlocked.

Students are permitted to bring computers from home for their dorm rooms; however, speakers and/or headphones are not allowed to be hooked up to the computer, and no games, CDs, DVDs and/or movies should be loaded and played on the computers. Cell phone use in the dorms is to **cease** at lights out time!

The deans/administration of Highland Academy reserve the right to search students' dorm rooms at any time deemed necessary. Any contraband will be confiscated, with additional fines and/or discipline as deemed necessary.

ROOM DECORATIONS

1. Room decor will be in keeping with S.D.A. standards: no posters of rock stars, beer, etc.
2. Pictures and other room decorations are to be hung by the approved material – poster putty **ONLY**.
3. Nails, paint, glue, tacks, tape, etc. are not to be used on walls or furniture.
4. You may not use road, traffic or governmental agency signs as decorations.

FURNITURE

1. All furniture is to remain stationary as designed, this includes mattresses.
2. All furniture is to remain in its assigned room.
3. Do not bring additional furniture or mattresses without permission from the dean. It is the student's responsibility to store things for the next year somewhere other than in the dorm.
4. You will be charged for any damage done to the furniture in your room.

HOME LEAVES

(See Home Leaves under "Financial Information" section) Seven weekend leaves or vacation periods are scheduled for each school year. Students going to their own home

may make arrangements with the dormitory dean. Students wishing to visit a home other than their own home must have a written invitation from the home to be visited and written permission from their parents accompanying the request.

Students are to be out of the dorms no later than 2:00 p.m. on the beginning day of break, and they need to be back in the dorms the Sunday at the end of break between 2:00 p.m. and 9:00 p.m. Students should call in if there is an emergency and they are unable to get back by 9:00 p.m. on the night vacation ends.

When students come back on campus at the end of home leave, they must check into the dorm and are under dorm regulations and must have the dean's permission to leave the dorm again. If a genuine emergency arises and a student needs to go home, they must contact their residence dean.

Any time a student goes anywhere with someone other than their parents/legal guardian, a fax must be received ahead of time to that effect, regardless of whether the student is going to their own home or another student's home.

Dorm students can not be signed out by anyone under the age of 21, except by an immediate relative.

SIGN OUT POLICY

Dorm students must secure the dean's permission anytime they leave campus. Adults signing dorm students out of the dorm must be on the sign out permission slip of each student signed out. The adult must sign the student(s) back in. Anytime dorm students leave or return from the dorm, they must be in school dress code.

CLOSED WEEKENDS

Closed weekends are scheduled during weekends with special programs to encourage all students to attend and participate. During closed weekends, dorm students are not allowed to go away for the weekend, except to their own home.

OFF CAMPUS WITH A PARENT

Parents may take their own students off campus provided this is arranged with the dormitory dean. When permission has been granted by their parents, students may be permitted to leave campus with other parents.

When checked off campus for overnight or weekend, a student will be required to abide by dorm rules if the student comes back on campus or to church – even though the student may still be signed off campus.

VISITORS IN DORMS

1. The arrival of parents or relatives on the campus in no way changes or nullifies the rules.
2. NO visitors are allowed in the residence halls overnight unless they have checked with the dean in advance.
3. It is appropriate for a student's mother, father, brother, sister, grandmother or grandfather to visit a student's room; but students should have them check in with the dean before going to their room.
4. All visitors need to check with the dean first before going to a student's room.
5. No pets other than fish are allowed in the dorms, i.e., dogs, cats, birds, etc.

AUTOMOBILE POLICY

Dorm students wishing to have a vehicle must have a "Dorm Student Vehicle Driving Form" signed by their parent(s).

The auto policy is outlined below:

1. No vehicles without application and approval.
2. The auto is here only for personal transportation to and from home (or wherever parents are) for home leaves and weekend leaves. Any exceptions must be pre-approved through Ad Council.
3. No other students may ride in the car except by arrangement with the dean. This will necessitate a letter of permission from the parents of both students involved.
4. The cars are not to be lent.

5. Cars must be registered and insured, and all keys and license tags left with the respective dean.
6. No cars will be allowed on campus for work at auto mechanics without approval from the auto mechanics teacher and principal. Repair costs cannot be charged to student accounts.

