



# Highland Academy

## Handbook

### 2019-20 School Year

[www.highland-academy.com](http://www.highland-academy.com)

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# INTRODUCING HIGHLAND ACADEMY

Highland Academy is a fully accredited, private, Christian, Seventh-day Adventist (SDA) secondary boarding school open to young people of all faiths who desire a quality education in a God-centered environment. All teachers are certified and use cutting edge curriculum.

## MISSION AND PHILOSOPHY

### MISSION

The mission of Highland Academy is to develop Christ-like characters and lifelong learners.

### PHILOSOPHY

In the context of the SDA church and writings of Ellen G. White, education is viewed as an essential element in renewing a right relationship with God and must focus on development of the whole person. Through proper development of the spiritual, intellectual, occupational, social, and physical dimensions, the individual is better equipped for a life of service to mankind. Within this philosophical framework, the student development goals are as follows:

- **Spiritual** - To create a safe, nurturing community of learning in which students are exposed to concepts that foster a relationship with God. The goal is for each student to have a “personal encounter with the Lord” as part of their experience at Highland Academy.
- **Intellectual** - To facilitate student mastery of the core curriculum while developing the cognitive skills of critical thinking, reflective judgment, effective communication, and integration of creative solutions to problem solving.
- **Occupational** - To assist students in developing a work ethic and to attain excellence in skill-based competencies. This prepares the student to enter the workforce by providing experience and a tangible skill set.
- **Social** - To provide opportunities for students to continue to grow socio-emotional maturity that will enable them to form Christ-centered friendships and to make wise future relationship decisions.
- **Physical** - To encourage students to take responsibility for their own well-being through a balanced lifestyle while developing a stronger mind and body in which to serve God and others.

## ACCREDITATION

Highland Academy is a Seventh-day Adventist coeducational, 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, Middle States Association of Colleges and Schools, and the State of Tennessee.

## LOCATION AND CONTACT INFORMATION

Highland Academy's campus sits on approximately 350 acres located in a rural area of middle Tennessee about 40 miles north of Nashville on Academy Road between Gallatin and Portland.

### **Our Contact Information:**

211 Highland Circle Dr.  
Portland, TN 37148

Phone: (615) 325-2036

Fax: (615) 325-4824

## HISTORY AND FACILITIES

### **HISTORY**

In 1907, on the same property where Highland Academy sits today, the Fountain Head Rural School was established. Until 1945, it was operated as a self-supporting institution that included a school and hospital. In 1945, ownership transferred to the Kentucky-Tennessee Conference of SDA and its name changed to Highland Academy.

### **FACILITIES**

Highland Academy has a management plan provided by a Certified Management Planner that states that our school is asbestos free. This plan is available for perusal in our Business Office.

The school campus includes many different buildings that are spread across our beautiful campus.

### **Instructional buildings include:**

F. D. Ponce Hall (chapel, music/art building)

Raphan Ley Auditorium (gymnasium)

Ray Hall (administration/classrooms)

The Woodshop

**Housing buildings include:**

- Johnson Hall (women's residence/cafeteria)
- Landis Hall (men's residence)
- 5 single dwelling homes, a duplex, and a triplex

**Other Buildings on campus include:**

- Highland SDA Church
- Highland Elementary (PreK-8 grade school operated by Highland SDA Church)
- Industry Building
- Landscape Services/Maintenance Building
- Signature Construction Office
- Signature Furniture Factory
- The Bridge at Highland (nursing home and rehabilitation center)

## 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 given to those who apply for admission. However, only those students who respect the Word of God, maintain spiritual reverence, and conduct themselves in harmony with the standards of the Seventh-day Adventist Church should apply for admission to Highland Academy.

Prospective students must submit evidence of the successful completion of the eighth grade or its equivalent. We reserve the right to test for placement. All accounts with the previous school attended must be settled or proper arrangements made.

Highland Academy admits students of any race to all the rights, privileges, programs, and activities 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, or athletic or extracurricular programs.

The use of tobacco, alcohol, or drugs is not permitted at Highland Academy.

## PARENT-SCHOOL PARTNERSHIP

The success of the school depends in a large measure upon the good faith and whole-hearted 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.

In our ongoing efforts to become more efficient in managing and reporting student information and to promote better communication with parents, Highland Academy has adopted the RenWeb school management system. Many of our students' records including basic student data, attendance, scheduling, grades, and more are managed through RenWeb. Automated notices for absences and tardiness, as well as notices for grades above 90% and below 60%, are sent out daily. In the event of an emergency, parents can be notified en masse through RenWeb e-mail.

Parents have access to their student account 24/7 with ParentsWeb. Student attendance, detailed grade information, our school calendar, a record of e-mail communications from the school to home, online re-enrollment and more is available through ParentsWeb. Each parent is given a ParentsWeb account when registration is completed. If you need help accessing your account, please contact the Registrar.

## ADMISSION AND REGISTRATION

### PROCEDURES FOR ADMISSION

1. Parents and perspective students 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. Applying for admission is easy using our Online Application. Families must apply online as it simplifies the process and provides parents a tool for tracking online the status of their admission after their application has been submitted. A non-refundable fee of \$35 must be submitted with each application.
3. After submitting the application, you will be able to track online your admissions status at the school by logging into your account. There you will be able to print the completed application, monitor when the school receives recommendation forms and, if necessary, reprint the recommendation forms.

## 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 before the end of the first grading period of the school year in which the student is accepted.

After you have received your letter of acceptance, you will be eligible to register using Online Enrollment. You will be led through completion of a series of web forms, as well as given a checklist of supplementary materials required by the school to complete your registration.

You should plan to arrive on campus for Parent/Student Orientation Weekend, which begins the Friday before classes and work assignments start. Please see the Highland Academy calendar for registration dates and times.

Students should register on or before Registration Day. 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 the semester will be expected to pay full tuition.

## INTERNATIONAL STUDENTS

International students seeking admission should visit our website <http://www.highland-academy.com/admissions/international-admissions/> for the current requirements.

## FINANCIAL INFORMATION

It is Highland's wish to provide a high quality, Christ-centered education to all young people wishing to enroll. We believe a Christian education is one of the greatest financial investments a parent can make in their child's life. However, we also recognize the cost of a Christian education may seem overwhelming and unobtainable at first. Please note there are a number of scholarships, discounts, and other financial aid programs available that may dramatically decrease the overall out-of-pocket cost to the parent/guardian, and student.

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

	<b>BOARDING</b>	<b>VILLAGE</b>
Entrance Fee	\$552	\$552
Aug. Flat Rate Payment <i>(1st of 10 total payments)</i>	1,706	1,006
Book Rental	120	120
Book Deposit	50	50
Room and Key Deposit	50	0
<b>TOTAL DUE AT REGISTRATION</b>	<b>\$2,478</b>	<b>\$1,728</b>
9 more Flat Rate payments <i>(#2 to 10 @ \$1,706\$1006) (Sept. 1 through May 1)</i>	\$15,354	\$9,054
Less Student Labor Estimate	(2,000)	(2,000)
Less Deposit Refunds <i>(if applicable, in June)</i>	(100)	(50)
<b>TOTAL YEARLY FEES</b>	<b>\$15,732</b>	<b>\$8,732</b>

*Additional fees may apply, see below*

### ENTRANCE FEE

Entrance fee includes fees for student accident insurance, campus ministries, boys' or girls' club dues, Saturday night activities, library fees, teacher supplies, yearbook, and student association fees.

**The full fee is required of all registrants, regardless of enrollment date, and is non-refundable.**

### CHARGES INCLUDED IN FLAT-RATE PAYMENTS

The Flat-Rate charge (10 monthly payments) includes tuition, and room and board for a dorm student. Food, utilities, laundry, and other household expenses are covered in the room and board costs. The room fee is for double occupancy; single occupancy is an additional \$800 per year.

### Savings

We estimate a family saves \$250 to \$350 a month on household costs per student while living in the dorm. Additionally, regular nightly recreation and weekend entertainment events are provided for both dorm and village students, which could result in further savings to the family.

*The Flat-Rate payments do NOT include the following:*

Application Fee	Transportation Fees
Entrance Fee	Village Café Meals
Textbooks/Book Rental	Room and Key Deposit
Lab or Workbook Fees	Room Appliances
Class Dues	Doctor Fees and Prescriptions
Gymnix/Music Group Uniforms and Fees	Private Music Lessons
Dual Credit Classes	Personal Music Supplies
Club Dues	Senior Graduation Expenses

There are also a number of tours and trips offered during the year that may result in additional costs depending on fund-raising opportunities, extracurricular involvement, and sponsorships. These include Junior History Trip, Senior Class Trip, and Mission Trips. Also, there is a flat-rate annual fee of \$250 for those who participate in the Music and Gymnix groups.

### **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.** 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.

### **BOOK RENTAL AND DEPOSIT**

There is a textbook RENTAL fee of \$120 for each student. This is a one-time fee and is non-refundable. There is an additional \$50 deposit for textbooks. This is refundable on the June statement. Any cost of damage will be deducted from the deposit. Loss of or excessive damage to books may incur an additional charge.

### **ROOM AND KEY DEPOSIT**

A room deposit of \$50 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. If a key is lost for a dorm room, a \$35 cash charge will be assessed to replace the core for the lock and the two keys for the students in the room. If an RA Key is lost, the cost of replacement is \$350.

### **STUDENT LABOR**

Highland Academy has developed a successful work-study program for the benefit of student development and to help with tuition costs. Jobs will be assigned based on need, interest, and work ethic. Please contact our Work Coordinator for more information on the benefits and requirements related to student labor opportunities at Highland. The school can make no promises or guarantees regarding the amount of hours worked or

wages earned, as these are largely dependent upon the individual students and subject to child labor law regulations. Students will receive paychecks biweekly for all hours worked, after deduction for applicable taxes. Additionally, we encourage giving back to God and will, upon request of the student, deduct tithe (remitted only to the Kentucky-Tennessee Conference) from labor earnings. Annual tax receipts are not available.

As the work-study program was developed, in part, to assist students and their parents or guardians with tuition costs, Highland annually provides families the opportunity of voluntarily assigning some or all of the student's earnings directly to tuition accounts. **We estimate a student can earn \$2,000 (under 16 years of age) or \$2,250 (over 16 years of age) during the school year.**

## **SPONSORS, DISCOUNTS AND SCHOLARSHIPS**

**Church Sponsorships** – Approximately 57% of Highland Academy's student body receives some form of support from their home churches. On average, church sponsorship's range from \$50 to \$300 a month.

**Other Sponsorships** – Sponsorship support can come in the form of a student's family member, fellow church members, and/or other individuals making donations toward a student's account. Please note, however, that directed donations to a particular student's account do not qualify as a charitable donation under current IRS regulations. **Any remittance made for a specific student will be applied directly to the student's account and will not be issued a tax receipt. If a sponsor wishes to make a tax-deductible donation, payments may be remitted to Highland Academy's worthy student fund (see below), and the financial aid committee will award funds based on the application process.**

**Family Discounts** – When two or more students from one family are enrolled at Highland Academy, an annual discount of five hundred (\$500) will be granted to each student. This discount is applied to each qualifying account on a monthly basis.

**Early Application and Registration Discounts** – The new student application fee of \$35 will be credited to a new student's account if the new student's application is received before or during Academy Days each year. New or returning students who enroll on-line and submit all application enrollment documentations by May 1st will receive a \$50 registration discount on the next school year's entrance fee. Additionally, an Early-Bird Discount of \$50 will be applied to the amount due at registration when the Entrance Fee of \$552 is paid in full by June 30.

**Academy Days Scholarships** – Twelve \$100 and two \$500 scholarships are awarded annually to applicants participating at Academy Days.

**New Student Academic Scholarships** – Academic scholarships are awarded to 8th-grade students from all elementary/junior academy schools within the Kentucky-Tennessee

Conference (limit three per school). Scholarships are awarded based on the student's current year GPA between 3.50 and 3.74 for a \$500 scholarship or a \$750 scholarship for a GPA between 3.75 and 4.00.

**Returning Student Academic Scholarship** – Academic scholarships are awarded to Highland Academy's returning students who have demonstrated excellence in academics. Scholarships of \$100 may be awarded per semester for students who have earned a GPA of 3.75 or above, or \$50 for students who have earned a GPA of 3.50 to 3.74.

**Achievement Awards** – Multiple \$300 scholarships are awarded annually to Highland Academy's returning students who demonstrated excellence in citizenship, ministries, sportsmanship, work-studies, or leadership within each department/class (i.e. Music, Math, English, Bible, Science, etc.). These awards are given out by the staff at the end of each school year.

**Summer Labor Scholarship** – Highland Academy will match 50% of earnings from summer camp or literature evangelism programs, up to \$500.

### **PAYMENTS DUE AND DELINQUENT ACCOUNTS**

Statements of accounts will be emailed 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.

A late fee of 1½% may be charged on any remaining balance carried over to the next 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.**

#### **Prepayment Discounts**

There is a 5% discount on the net Flat Rate when the entire semester is paid in advance or a 10% discount on the net Flat Rate when the entire year is paid in full by registration. (This does not apply when tuition assistance is being received.) Estimated work does not reduce this amount. If paying by semester, the second semester payment needs to be received by January 20, or it will automatically revert to monthly billing. Credit or debit card payments will reduce the allowed discounts by three percent (3%).

A monthly discount of 1½% on the Flat Rate is given if payment is received by the 20th each month, or before, if on a weekend.

### **RETURNED CHECK CHARGES**

Twenty five dollars (\$25) will be charged for all returned checks, regardless of the reason.

## EXAMS AND EXAM PERMITS

Exam permits are required before students may take semester examinations. **Exam permits WILL NOT be issued unless the student's account is current.** Semester exams should be taken during the regularly scheduled time periods. In unusual circumstances, arrangements to take tests outside of the scheduled period must be made in writing to the administrative council. An additional fee of \$25 per test may be charged.

## TRANSCRIPTS AND DIPLOMAS

**Transcripts or diplomas WILL NOT be issued unless the student's account is paid in full.** Transcript requests can be made by visiting the registrar's office and filling out the necessary form, or you may visit us online at [www.highland-academy.com/transcript/](http://www.highland-academy.com/transcript/) to complete the form.

There is no charge for current students to receive an unofficial transcript. Following graduation, the first official transcript requested will be sent free of charge. Additional copies are available for a \$5 per copy fee. This charge applies both to physical copies mailed to the institution; and to copies sent electronically. Payments may be cash, checks made out to Highland Academy, or via electronic transfer.

## PRIVATE LESSONS

Private music lessons provided by Highland Academy staff will be \$150 per semester for Highland Academy students. The student will be responsible to arrange a makeup time with the teacher for any EXCUSED lessons missed.

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.

## 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 \$60 charged to the student's account. When the ten meals are used, a new card may be purchased 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.

## 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 fee 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 one week before the day home leave begins. After that date the home leave sheets will be taken down, and all students not confirmed will be marked off the list. Students may be required to pay in cash an additional \$10 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 may be charged the fee of the trip if the vehicle still goes and there are only 3 other students going.

Parents need to be at the destination points early. The student may be charged \$10 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 \$36 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, a \$50 service fee may 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 2:00 p.m. on the day break begins; between 2:00-9:00 p.m. on the 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). 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 are expected to compensate 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.

## STUDENT BANK

Students are encouraged not to keep money in their room or on their persons. 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 illnesses. 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 students good work habits.
2. To provide a way for the students 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.). Highland Academy does not guarantee employment. We encourage village students age 16 and older to pursue employment off campus. Work assignments are arranged through the Work Coordinator.

## **Policies**

1. A student is not allowed to work for Highland Academy until all the proper employment paperwork has been completed. This includes form W-4 and form I-9 and may include a copy of the student’s social security card, birth certificate, and/or a state or federal ID.
2. All Students must comply with state and federal employment laws. This includes abiding by the laws restricting the number of hours they work and the time frames in which minors are allowed to be employed.
3. Transfers between job assignments during the school year may only be made if the work coordinator considers the transfer necessary.
4. Work assessments are done every semester to provide feedback on your student’s work program.
5. Highland Academy is not responsible for any missed work time.
6. The meeting of work appointments is required, and absences and tardies will be dealt with as part of the student’s overall program.
7. If a student is unable to meet his/her work appointment, he/she should make

- personal arrangements with his/her supervisor.
8. Students are NOT allowed to visit other work areas without permission from the visited area's supervisor.
  9. Students working off campus using school transportation may be charged for that service.
  10. 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.
  11. 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/IDENTIFICATION**

As required by federal law, a student who expects to work at Highland 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.

## **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 core classes (which include classes in Bible, English, Mathematics, Science, and Social Studies) or a minimum of 5 classes total.

## 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:

	GPA Points	Honor Points	Rating	Number Equivalents
				Percentage
<b>A</b>	4.0	5.0	Excellent	93-100
<b>A-</b>	3.7	4.7		90-92
<b>B+</b>	3.3	4.3		87-89
<b>B</b>	3.0	4.0	Above Average	83-86
<b>B-</b>	2.7	2.7		80-82
<b>C+</b>	2.3	2.3		77-79
<b>C</b>	2.0	2.0	Average	73-76
<b>C-</b>	1.7	1.7		70-72
<b>D+</b>	1.3	1.3		67-69
<b>D</b>	1.0	1.0	Below Average	63-66
<b>D-</b>	0.7	0.7		60-62
<b>F</b>	0.0	0.0	Failure	Less than 60
<b>WP</b>	Withdraw Passing			
<b>WF</b>	Withdraw Failing			
<b>NC</b>	No Credit			
<b>S</b>	Satisfactory (Meets minimum requirements)			
<b>I</b>	Incomplete			
<b>P</b>	Pass (Credit given for class, but does not figure in GPA)			

Due to the variance in schools' 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 **Standard Diploma** is designed to provide the student with the foundation necessary to enter a four-year college or university program of study.
- The **Advanced Diploma** is designed to provide the student with every possible academic advantage that Highland Academy can offer in academic preparation for a four-year college or university.

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

1. Be in attendance at Highland Academy for the last semester and take at least a minimum student load (four academic classes or five total classes); and
2. Successfully complete 240 semester units of instruction for the standard diploma or 250 semester units of instruction for the advanced diploma; and
3. Complete ALL school work BEFORE participating in the graduation exercises; and
4. The advance diploma requires a minimum cumulative GPA of 3.0.
5. Student account must be paid in full.

Course work must include the following general requirements:

<b>Minimum Requirements</b>	<b>Standard</b>	<b>Advanced</b>
Religion (5 units per semester in attendance at an SDA school)	40	40
Fine Arts	10	10
English	40	40
Foreign Language	0	20
PE and Health (Requirements for transfer students may differ) Personal fitness may constitute no more than 10 units, (1 credit)	25	25
Mathematics *four of the following: Algebra I, II, Geometry, Pre-Calculus, or Calculus	40	40*
Science ** Two lab courses in addition to Biology (Chemistry, Physics, or A & P)	30	30**
Social Studies (World History, U.S. History, Government, and Economics)	30	30
Computer Applications	5	10
Personal Finance	5	5
Electives	15	as desired
<b>TOTAL UNITS</b>	<b>240</b>	<b>250</b>

## 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:

### **Freshman Class: (Dues - \$10 per semester)**

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

### **Sophomore Class: (Dues - \$15 per semester)**

Students must have earned at least 60 semester units.

### **Junior Class: (Dues - \$20 per semester)**

Students must have earned at least 110 semester units.

### **Senior Class: (Dues - \$30 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.

## ADDITIONAL SENIOR REQUIREMENTS

1. To be a member of the Senior Class or to participate in Senior Class activities, a student must:
  - A. Have accumulated at least 160 units of high school credit; and
  - B. Be taking a minimum course load which will meet all the graduation requirements; and
  - C. Not be taking any make-up classes from previously failed courses unless the student is transferring to Highland in 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.

2. Seniors must have any independent study/correspondence or online courses finished one week before the departure date of the Senior Class Trip, or they may be prohibited from participating.
3. Any seniors not participating in the Senior Class Trip will be expected to meet their usual work appointments in addition to working during their class time. They also would attend any non-senior classes in which they are enrolled.
4. All distance learning or credit recovery courses required for graduation must be completed and documentation of a passing grade received by the registrar by May 1.

## 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. By the end of the freshman year, the student must have accumulated at least 80 credit units.
5. Student must submit a written request, along with the parents' approval, to the Curriculum Committee no later than June 7, following completion of the freshman year.

## ACADEMIC RECOGNITION

We recognize three levels of academic achievement per semester: Honor Roll (minimum GPA of 3.25), High Honor Roll (minimum GPA of 3.5), and Principal's List (minimum GPA of 3.75). Students may not have a downgrade at any level to qualify.

Graduating students with a cumulative GPA of 3.5 or above will graduate with Honors; 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 transcript includes all scholastic work completed for graduation.)

## HOME SCHOOL

Standardization is important for communication among educational institutions. This is accomplished at Highland Academy through the Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities, Inc., the Middle States Association of Colleges and Schools, and the State of Tennessee. 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, which will be accepted.

## DUAL-CREDIT COURSES

Dual-credit classes are available which earn both high school credit at Highland Academy and college credit from several regionally accredited institutions.

Pre-requisites: Dual-credit classes are only available to juniors with a 3.5 cumulative GPA and seniors with a 3.0 cumulative GPA. Volunteer State Community College (VSCC) also requires a 3.0 in the area of study. For example, one must have a 3.0 GPA for all the English classes one has taken. VSCC requires that you also must have a minimum ACT score of 18 in English and 19 in Reading to be eligible. Highland Academy has set its own requirements for taking dual enrollment classes. Highland Academy requires ACT scores of 20 in English and 21 in Reading. We set these higher standards to better ensure that our students taking dual enrollment classes are more than minimally prepared to succeed. If you haven't taken the ACT, you can take the qualifying test on campus at VSCC.

Highland Academy has also partnered with Andrews University (AU) and Southern Adventist University (SAU) in offering dual credit classes. Please speak with the registrar to see if you qualify to enroll in classes offered by these institutions, Any student wishing to take any class for dual enrollment credit from any institution must receive approval through HA's Curriculum Committee. Highland Academy must give approval before the student registers for the course. If this is not done the student may not receive credit for the course from Highland Academy.

All dual enrollment classes bear a cost in addition to regular Highland Academy tuition. Tuition rates are preset by VSCC, AU, and SAU; and are subject to annual increases. See the registrar for the latest list of charges.

The English Comp classes through VSCC, AU, and SAU will take the place of the first semester of English IV. At this time, Andrews University and VSCC offer a second semester of English Comp, which would replace the second semester of English IV at Highland. Other college courses will be viewed as elective credit at HA.

## DISTANCE LEARNING/SUMMER SCHOOL

Any student desiring to take courses via distance learning or summer school 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 courses that are offered in our school curriculum elsewhere. Correspondence courses taken during

the summer **must be completed before registration** at the beginning of the fall term. If a course replacing a failed course is not finished before Registration, the student will again be enrolled in that class.

Whether due to scheduling conflict or for scholastic enrichment, a distance learning course taken for credit must be under the supervision of the Curriculum Committee. Highland Academy reserves the right to verify student mastery of distance learning courses by testing.

### **TOUR RESPONSIBILITY**

With touring groups including Sole Voce, Orchestra, 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 with 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 zeroes for the assignment, quiz, test, etc. Furthermore, the following policy will be followed:

<b>Infraction</b>	<b>Disciplinary Process</b>
1 <sup>st</sup>	Write-up; Zero on assignment; Parents notified
2 <sup>nd</sup>	Write-up; Zero on assignment; Parents notified; Meet with principal
3 <sup>rd</sup>	Write-up; Zero on assignment; Parents notified; Meet with principal; Meet with Ad Council for possible further discipline

## **COURSE INFORMATION**

### **COMMUNICATION ARTS**

#### **English I**

**10 Units**

English I is a course studying several of the foundational elements of the English language. Our study of literature takes a thematic approach to reading selections from several genre, including short stories, drama, poetry, and the novel. Other areas of study include grammar, vocabulary development, mastery of spelling and punctuation, and writing paragraphs and essays.

#### **English II - World Literature**

**10 Units**

Primarily for sophomores, this is a course which emphasizes the five basic literary genre – the short story, poetry, drama, the novel, and the essay – with selections from various cultures, ethnicities, and nationalities from around the world. Essay writing in response to literature is featured, as is vocabulary development. A semester-long research project will introduce Modern Language Association’s (MLA) format for research.

#### **English III - American Literature**

**10 Units**

Primarily for juniors, this course continues the study of the various literary genre with selections taken exclusively from American writers. Selections emphasize a historical timeline and major contributors to the literary heritage of the United States, particularly

as viewed through the characteristics of the progressive literary periods. Again, a semester-long research project will be completed. Students will refine their MLA skills and learn American Psychiatric Association (APA) formatting as well. As always, vocabulary development will be an important focus.

### **English IV - British Literature**

**10 Units**

Primarily for seniors, this is also presented in the context of a historical and literary timeline with a focus on major contributors to English literature worldwide. In writing, the focus is preparation for college, including testing and writing for the college boards. There is a semester-long research project that employs the format outlined by the APA.

### **English Comp - 101 & 102**

**10 Units**

*Prerequisite: Cumulative GPA of 3.0 or better, no English grades lower than B, and an ACT English score of at least 20, and Reading score of at least 21 or curriculum committee approval.*

This class takes the place of academy senior English but also earns college credit. 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 B for the 1st semester in English Comp will not be allowed to take the second semester for dual credit and will be moved to English IV for the second semester.

We have worked with various colleges and universities to offer this class. In years when we do not have sufficient enrollment to offer this class on campus, we will seek to offer it online with one of our partner schools. Tuition for dual enrollment courses is in addition to regular Highland tuition.

### **Honors English III or IV**

This is not actually a separate class. Rather, there are additional requirements to English III or English IV that offer an honors component. To receive honors credit for either class, a student must complete additional assignments, fulfill additional time requirements, and create two semester long projects (one for each semester of the parent class) that are approved and directed by the English teacher. Upon completion of the additional honors requirements, the student's transcript will state that the student received credit for Honors English III or IV and will receive an additional GPA point for the Honors English class. This point will only be added to the GPA if the student receives a grade of B or above for the Honors English class. A grade of B- or below will not receive the additional GPA point. Honors research and writing will use both APA and Chicago/Turabian formatting. There will be an Honors Symposium where students present their projects.

## FINE ARTS

### **Art**

**10 Units**

This course introduces students to the Elements of Art and Principles of Design. Class time experiences will include a variety of media (pencil, ink, charcoal, sculpture, and paint). Students will demonstrate their ability to respond, to analyze, and to interpret their own artwork and the work of others through discussion and critiques.

### **Advanced Art**

**10 Units**

Art may be taken consecutive years with the permission of the instructor. Students in the Advanced Art class will develop major projects focusing on a chosen media such as sculpture or painting, to include in a portfolio.

### **Bell Choir**

*(Tour Group)*

**5 to 10 Units**

Bell choir is a performing organization in which students learn different techniques for ringing the hand-bells and how to read music. The bell choir schedules performances both on and off campus throughout the year. Uniforms will need to be purchased.

### **Choir**

*(Tour Group)*

**2.5 to 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. Uniforms will need to be purchased.

### **Orchestra**

*(Tour Group)*

**5 to 10 Units**

This course is open to any student with some proficiency on a brass, wind, string, or percussion instrument. Emphasis is placed upon ensemble techniques appropriate to each instrument and the performance of the best orchestra 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.

### **Private Music 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.)

**Sole Voce***(Tour Group)***2.5 to 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.

**Woodworking - Basics****10 Units**

This is a beginning class exploring the process of woodworking from tree to finished project. The students will learn to safely use the table saw, jointer, planer, band saw, and other wood shop equipment. There will be a lab fee to cover the materials and supplies for the student's project.

**Woodworking - Intermediate****10 Units**

This class is designed for those students who wish to further their knowledge and skills in woodworking. This more advanced class will cover other types of joinery and a more difficult student project. There will be a lab fee to cover the materials and supplies for the student's project.

**MATHEMATICS**

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

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

**Algebra A and B****20 Units**

This course is Algebra I taught over a two-year period for students whose placement test score did not indicate readiness for Algebra I. Students whose placement scores indicate they would be best served in Algebra A/B will also be enrolled in the Expressways math review program.

**Algebra I****10 Units**

This course is designed to promote the foundation necessary for further studies in math and science. It stresses both the structure of algebra and the development of computational skills.

## **Algebra II**

**10 Units**

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

This course is a more extensive study of algebraic relations and functions, including linear, quadratic, trigonometric, exponential, and logarithmic functions. Also included are complex numbers, matrices, and conic sections. Desmos app on a smart phone (recommended).

## **Honors Calculus**

**10 Units**

*Prerequisite: C- or higher in Pre-calculus, or permission of instructor.*

This is an advanced course meant for the advanced mathematics student. Calculus incorporates knowledge gained in all previous mathematics courses in the study of limits, differentiation, integration, their applications and more. A graphing calculator is required.

## **Geometry**

**10 Units**

This is a yearlong course, alternating days between geometry and computer science. For the geometry portion, the student will be introduced to all the essential elements of a traditional Geometry course, while streamlining some of the repetition and mastery learning. For the computer science portion, the student will be introduced to the essential elements of procedural and object-oriented programming. Emphasis throughout this course will be placed on developing logical thinking skills. Prerequisites: Algebra I, or the Algebra A/B sequence; Computer Literacy.

## **Honors Pre-Calculus**

**10 Units**

*Prerequisite: C or better in Algebra II, passing score on placement test, or instructor's consent.*

This course is an advanced math class about elementary functions and relations designed to prepare students for college-level calculus. This is intended for students interested in mathematics, engineering, science, medicine, and related fields. Desmos app on a smart phone (recommended).

## **Senior Math**

**10 Units**

This course is a survey of math that covers a wide variety of topics. It also includes preparation for the ACT and SAT.

## **MODERN LANGUAGE**

### **Spanish I**

**10 Units**

This introductory Spanish course emphasizes speaking, reading, and writing an 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**

### **Adventure Education**

**Varies**

A trip-based class in which students exercise and learn while doing outdoor activities. Trips may include such things as spelunking, backpacking, canoeing, and mountain biking. Credit is based on length of trip.

### **Gymnix**

*(Tour Group)*

**10 Units**

This class emphasizes acrosports, cheer leading, stunts, and basic ground tumbling. Skill will be developed for performance on public relations trips. Team members are selected by tryouts. Elective credit is available for up to four years, however, only one year of PE credit is granted. This class counts for credit for a maximum of one year, and is not eligible for freshmen credit.

### **Gymnix Fundamental Skills Class**

**2.5 Units**

*Prerequisite: Approval by teacher.*

This class is a developmental class for those interested in being on the Gymnix Team. Attention will be given to improving individual balance, flexibility, strength and tumbling skills. Class will be offered second quarter as an elective only, not as P.E. credit.

### **Health**

**5 Units**

This course will focus on many aspects of health. The students will learn the principles of NEWSTART and CREATION as part of their curriculum. These principles will be presented in many different ways, through video, lecture and projects. The goal for this class is for the student to gain the knowledge, understanding, and advice to make good decisions, to develop lifelong habits, to learn how to have good health, and to find contentment in life.

### **Personal Fitness (G.R.E.A.T. Club)**

**Varies 2.5 to 5 Units per semester**

This is a course in independent PE stressing consistent personal exercise. This course is offered as Pass (P)/Fail (F).

### **Physical Education I**

**5 Units**

This is a required course for freshman. The program consists of rules, fundamental skills, participation of team sports, and promotion of physical fitness.

**Physical Education II****5 Units**

This is a coeducational class offering training in personal fitness, mountain biking, and disc-golf.

**Physical Education III****5 Units**

This is a coeducational class offering training in golf, badminton, and tennis.

**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.

**Home Economics****5 Units**

This is a practical course including the instruction of hand stitching, machine sewing, crochet/knitting, and cooking. Projects include the creation of instructional videos for specific skills as well as service opportunities.

**Maintenance for Life****5 Units**

This is a course designed to acquaint the student with simple home and automotive maintenance and repairs. Topics will include, but not be limited to, safety practices, proper selection of tools, and household electrical, plumbing, and structural systems, and HVAC and landscape concepts.

**Personal Finance****5 Units**

This is primarily a senior course that follows the high school edition of Dave Ramsey's Foundations in Personal Finance Curriculum, which seeks to empower students to make sound financial decisions for life. It includes lessons in the following areas: Saving and Budgeting, Credit and Debt, Financial Planning and Insurance, and Giving.

**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 the writings of Ellen White.

**Religion II****10 Units**

This course is designed to help students understand God's plan of redemption as revealed through His people throughout history. During the first semester, emphasis is placed on studying the Old and New Covenants within the context of the Sanctuary. During the second semester study is given to early church history and the early advent movement, including the life and work of Ellen White.

### **Religion III**

**10 Units**

This course is an intensive study of both the fundamental beliefs of the Seventh-day Adventist Church and the prophecies of Daniel and Revelation. In both sections emphasis is given to the relevancy of Scripture for Christians today.

### **Religion IV**

**10 Units**

This course consists of two areas of study - moral issues and marriage and family. The unit on moral issues involves the analysis of contemporary hot topics with which adolescents are faced. Emphasis is given to forming a moral framework that has the principles of Scripture as its foundation. The unit on marriage and family presents a study of Biblical principles pertaining to relationships and their application to dating, marriage, and family life in today's culture.

## **REMEDIAL HELP**

### **English for Life**

This course is for international students and students for whom English is a second language. Its purpose is to help them read, speak, and understand English better in order to improve their ability to communicate and study while in an English speaking environment. There will be a lot of one-on-one work between the teacher and the students so that their individual needs can be met.

### **Expressways to Learning**

This is 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 per day, five days per week. The key to this program is retraining the brain to remember what has been seen and heard.

### **Freshmen Life and Study Skills**

**2.5 Units**

This course is taught the first quarter of each year and is required of all freshmen. It is designed to be a practical guide for students to teach them necessary life and study skills they will need at Highland Academy. Topics also examined in class may include handling homesickness, social media use, personal hygiene, choosing healthful snacks and preparing basic meals, dorm cleanliness, manners and etiquette and interpersonal relationships.

*We reserve the right to assign students who demonstrate a need to this class.*

## SCIENCE

### **Anatomy and Physiology**

**10 Units**

*Prerequisite: Biology/Chemistry recommended, at discretion of the instructor*

This course is designed for students who are interested in entering the fields of nursing, medicine or biology. Class work involves topics such as biochemistry, cytology, histology, and anatomy and physiology. Laboratory work includes the study of cells and tissues, physiology exploration, and dissections. *There is a lab fee for this course.*

### **Biology**

**10 Units**

This course can be broken down into two components: microbiology and zoology. Students will explore microbiology in a comprehensive unit on cell structure, function, homeostasis, and cell division. Studies will continue with a detailed understanding of DNA, basic genetics, human genetics, and biotechnology. The course concludes with a survey of the animal kingdom, incorporating aspects of all other units. Weekly labs reinforce concepts presented in class. *There is a lab fee for this course.*

### **Chemistry**

**10 Units**

*Prerequisite: minimum of C in Algebra I. Algebra II is recommended or taken concurrently, at discretion of the instructor.*

This course includes an in-depth study of quantum theory of atomic structure, chemical bonding, chemical reactions, and solution chemistry. Lab techniques, mathematical calculations, analysis of data, and discussion of results are emphasized during laboratory work. A scientific calculator is required.

### **Honors 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.

### **Survey of Science**

**10 Units**

Designed for freshmen, this course is a broad introduction to secondary science concepts. Survey of Science topics include astronomy, geology, ecology, environmental science, hydrology, chemistry, and physics.

## **SOCIAL STUDIES**

### **American Government**

**5 Units**

Primarily for seniors, this course is designed to give students a basic understanding of the American political system, its roots and its workings today. Included is a study of the Constitution with its principles, implied and explicit rights, and the system of checks and balances, which balances the powers of the three branches of the government. The relationship of the U.S. to other nations and its International policies are studied along with current affairs, both on local and national levels. 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.

### **Economics**

**5 Units**

This is primarily a senior course designed to be an introduction to the field. Emphasis is on the fundamentals of economics, such as supply and demand, the socio-historic forces that drive economics, and the differences between macro- and microeconomics and their effects on individual and corporate decision-making. To give the study of economics a broader foundation, study beyond the conventional textbook will include readings and videos highlighting basic concepts presented in a more informal, and consequently, a more familiar format.

### **United States History**

**10 Units**

Primarily for juniors, this class is presented in the context of a historical timeline, with an emphasis on major trends, themes, and developments in American life from the colonial period to the present. An examination of America's power and influence on the world stage will be a major emphasis. An exciting highlight of the history curriculum is the Junior History Tour taken each October for eleven days. The entire junior class travels the East Coast from Virginia to New England visiting numerous sites with historical and cultural significance. This is a mandated part of the history curriculum with considerable class time and related assignments given in preparation for the various sites visited on the tour.

### **World History**

**10 Units**

Primarily for sophomores, this class explores the religions, languages, arts, politics, and economics of various peoples and cultures and how they have historically contributed to civilization. Special emphasis is given to God's role in human events and to how He has and continues to influence human history.

## **TECHNOLOGY**

### **Computer Literacy**

**5 Units**

This course is designed to give the student skills in the following areas: basic computer operation, e-mail, Internet use, word processing, spreadsheets, presentation software, desktop publishing, and database mail-merge.

## **Computer Applications**

**5 Units**

*Prerequisite: Computer Literacy, or instructor's consent*

This course is designed to give the student skills in the following areas: photo editing, audio editing, movie editing, web page development, computer programming, and computer hardware.

## **ATTENDANCE POLICIES**

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.

### **ATTENDANCE AND LOSS OF CREDIT**

A student who is absent from any class more than eight (8) times during a semester may lose academic credit for that class. If a student reaches 8 absences, they will meet with the Administrative Council, which may assign disciplinary consequences.

All absences such as sickness, funerals, weddings, family trips, discipline, etc. count towards the eight (8) absence limit. Approved school-sponsored activities do not count toward the eight (8) absences.

Parents will be notified by RenWeb after each instance of absence. After five (5) absences have accrued in a class during a semester, the student will meet with the Principal.

Before returning to class after an absence, a student must bring a written statement of reason for the absence, signed by their parent or a dean, to the Attendance Office. Village students will be required to obtain a signed note from their parents for all 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 via RenWeb.

### **MAKING UP CLASS WORK DUE TO ABSENCES**

School work can only be made up for approved school-sponsored activities, prearranged leave, sickness, doctor appointments, and funerals. Upon returning to school, a student will be allowed one school day to make up class work for each school day that was missed. When a student is asked to leave school due to discipline, the faculty will send assignments to the student electronically. The student's time to complete an assignment begins at the time it is sent. The student should turn in all assignments to the teacher during the first class period after he/she returns to campus unless arrangements to do otherwise are made with the teacher prior to returning to class. If there is some problem with understanding the assignment, it is the responsibility of the student to contact the

teacher for clarification or assistance. In the event that a teacher cannot or does not forward the assignments for the period of suspension, the policy employed for making up missed class work due to prearranged leave, sickness, etc. will be in effect.

In the case of a dispute, the administration has the final say.

## **ATTENDANCE OFFICE DESIGNATIONS**

### **Approved School-Sponsored Activities - "AA":**

Approved school-sponsored activities are designated "AA" and will not count toward the eight (8) absence limit. A student involved in an approved school-sponsored activity will be allowed to make up all class work **only** if he or she makes arrangements with his or her teachers prior to participating in the activity.

### **Weather Related - "WR"**

When students miss classes as a result of weather, these absences are considered an approved school-sponsored activity; however, they will need to bring a signed note of explanation from a parent or guardian.

### **Unexcused Absence - "AB":**

Absences not due to sickness, funerals, weddings, family trips, discipline, or other prearranged leave are considered unexcused and will count toward the eight (8) absences allowed for any one class per semester. Missed school work cannot be made up.

### **Prearranged Leave - "PA":**

Absences that have been requested of and approved by the Ad Council will count toward the eight (8) absences allowed per semester for any one class; however, missed school work can be made up according to policy. The prearranged leave process is for the purpose of making up school work only.

The following steps will need to be completed:

1. Obtain an Ad Council Request Form. (Forms are in the Business Office or Deans' Offices)
2. Parents must provide a signed, written request explaining why classes will be missed; and state the time they will be leaving and returning to school.
3. Teachers, work supervisors, and deans must sign the Ad Council Request Form before it goes to Ad Council. (Note: these signatures acknowledge that they were contacted and 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 **prior** to the Ad Council meeting on the Tuesday morning before they leave.
5. All request forms must be approved by Ad Council before students go to a teacher for their assignments. Teachers will be informed by the Administrative Office whether or not the requests have been approved.

### **Absences as a Result of Sickness/Funeral – “SF”:**

Absences due to illness or bereavement will count toward the eight (8) absences allowed for any one class per semester; however, missed school work can be made up according to policy.

### **Absences as a Result of Discipline – “DI”:**

When students miss classes as a result of disciplinary actions, these absences are counted against the eight (8) absence limit and missed school work can be made up according to policy. Before leaving campus, a suspended student should expect to do school work at home and should take with him/her all textbooks for the classes in which he/she is enrolled.

Please refer to the section above on making up class work due to absences.

### **ATTENDANCE AT ASSEMBLY & WEEK OF SPIRITUAL EMPHASIS**

These are required meetings, and attendance will be taken. If a student accumulates more than three (3) unexcused absences (“AB”) from Assembly or Week of Spiritual Emphasis, they will be required to pay a \$25 fine. If a student reaches a total of 5 absences, the fine will double to an additional fine of \$50 and the student would be required to appear before Ad Council and may receive additional discipline. These fines will be held against their test permit.

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. This will count against the eight they are allowed per semester.

### **TARDIES**

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. For every third tardy to a class, the student will receive one absence. These absences will be counted against the eight (8) absences allowed per semester for any one class.

### **APPEALS**

All attendance-related appeals should be submitted to the Attendance Officer.

## DRESS CODE 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 staff 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.

As a general rule, clothing displaying symbols of counter cultures 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 paraphernalia (names, logos, slogans, song titles, etc.) is prohibited.

Dress code falls into four categories: School attire, recreation attire, vespers attire, and church attire. The timing for which category is appropriate is decided upon by the administration. These are delineated as follows:

### SCHOOL ATTIRE (SA)

Dress code to be followed during the school day. Students should follow these dress code regulations throughout each class period, work hours, lunch time in the cafeteria, when in the ad building, and on front campus between the hours of the first class period and supper time. It is understood however that faculty members may allow for exceptions when other attire is required for certain work assignments or class assignments.

- **Shirts, hoodies, etc.:** Attire not representing SDA entities may not have any slogans, writing, images, or insignia larger than a 2x2 square. Tanks and sleeveless tops are not permitted. All tops must be long enough to cover the midriff while arms are raised. Low cut front, back or sides are never permitted. Sheer, lace or other see-through shirts should have an appropriate undershirt meeting all other dress code regulations. Bra straps must not be visible.
- **Skirts and dresses (for ladies):** All skirts and dresses are to be long enough to at least reach the knee while standing and also be modest while sitting. Dresses must be sleeved, and not be low cut in the sides, back, or front.
- **Pants:** They must be clean, well-kept pants or jeans. Pants should not be torn, ragged, or appear excessively worn (this includes both superficial and intentional.) No scrubs, fatigues and/or camouflage pants, pajama pants, sweats, or any other form of athletic pants may be worn. Pants may not have any writing across the student's bottom. All pants should be appropriately fitted at the waist and throughout, and not be too tight or sloppy. Ladies capris should be mid-calf in length.
- **Accessories:** Hats, beanies, sunglasses, bandanas, blankets, etc. are not permitted during the school day.
- **Shoes:** Casual shoes, boots, tennis shoes, or sandals must be worn at all times.

Slippers should not be worn outside of the dormitory.

### RECREATION ATTIRE (RA)

A “dress down” attire to be followed when no other attire is specified.

- **Shirts, hoodies, etc.:** As above with the addition of tank tops whose straps are at least two inches in width. Tops may include appropriate insignias, writing, or images.
- **Pants:** As above with the addition of athletic pants, sweat pants, and shorts. Shorts must be long enough to be below the fingers when the arms are hanging relaxed at the sides with fingers extended. Stretch fitness capris that are solid in fabric and dark in color will be allowed, (no patterns, cutouts, or mesh). No boxers or Gymnix uniforms.
- **Accessories:** Hats, beanies, and bandanas are permitted.
- **Shoes:** Shoes must be worn at all times. They must also be appropriate for the specific activity as to minimize injury.

### VESPERS (VA) AND CHURCH ATTIRE (CA)

Attire to be worn during the respective religious events or other specifically specified events/activities.

**Vespers Attire** - All general and school attire regulations apply in addition to the following:

- **Shirts:** Students must wear polos, button down shirts, dress sweaters, or a dress blouse or top (for women). Mens shirts must be tucked in.
- **Pants:** Dress pants or dress khakis are required. Cargo pants are not permitted.
- **Skirts and Dresses** (for ladies): All skirts and dresses are to be long enough to at least reach the knee while standing and also modest while sitting. Dresses may not be low cut at the side, back, or front. Sleeveless dresses may be worn. The yoke must be at least 2 inches wide and bra straps must be completely covered. **Shoes:** Dress shoes or dress sandals.
- **Accessories:** No hats, bandanas etc.

**Church Attire** - Vespers attire with the following additional requirements:

- **Gentlemen:** must wear ties and a button down dress shirt.
- **Ladies:** must wear dress shirt, blouse, top, or sweater. Business style dress pants are allowed.

### GENERAL POLICIES

**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. Girls are permitted to wear one hair tie on their wrist.

**Cosmetics:** An unnatural appearance resulting from the use of cosmetics is not acceptable. Nail polish should be natural, pastel light-colored pink, nude, French tip, or clear.

**Tattoos:** Tattoos and fake tattoos are not allowed, nor are excessive writing or drawing.

**Hair:** Students should stay away from extreme haircuts, styles, and hair colors. Hair should be cut so that it does not fall into the eyes. Gentlemen should keep their hair to a length that does not pass their collar.

**Swimwear:** Swimwear must be properly fitted and modest. Ladies suits must be one piece, and not low cut in front, back, or sides. Gentlemen: no speedo types or tight fitting suits.

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

## DISCIPLINE

For all dress code offences, students will be required to immediately address the problem as necessary, and the staff member will notify the Principal's Office and the student's parents through the RenWeb behavioral notice system. At the second offense, the student will visit the Principal. After the third offense, the student may be required to go to Ad Council for potential further discipline. This policy will be followed regardless of whether the offences are the same or not.

Highland Academy faculty and administration reserve the right to interpret and enforce the dress code at their discretion.

## CONDUCT AND DISCIPLINE POLICIES

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 for students of 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.
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, including, but not limited to, social media, sexting, or pornography.
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.
17. Vandalism – willful or malicious destruction of public or private property. The student will pay for the cost of materials and labor to restore the vandalized property to its rightful condition. In addition to labor and materials costs, a fine of \$50.00 will be assessed per incident. Further discipline may also be given.
18. Violations of the computer/network policies as defined on pages 42-43.
19. Highland Academy is a Seventh-day Adventist Christian school. Because of our beliefs, we prohibit students from engaging in any sexual conduct/activity, including same sex relationships. We have chosen to define sexual conduct/activity to include anything that advocates for, promotes or supports the homosexual lifestyle in any forum, including social media. Sexual conduct/activity also includes any consensual

sexual behavior that occurs before marriage, such as sexual intercourse, public displays of affection, intimate contact, homosexuality or behavior that exhibits a same sex relationship, pornography, and actions that may lead to situations of temptation, regret, and immoral conduct.

The school reserves the right to implement and uphold all policies it deems beneficial and necessary.

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.

### **ADMINISTRATIVE COUNCIL**

The Administrative Council (Ad Council) is the group that determines disciplinary action. It is composed of administrative faculty, deans, and chaplain.

### **DISCIPLINE APPEALS**

A student and his/her 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.

### **HANDS-OFF POLICY**

All students at Highland Academy are expected to uphold our hands-off policy. This requires that students respect appropriate personal boundaries and space, regardless of gender.

### **HARASSMENT/BULLYING POLICY**

Highland Academy strives to maintain an environment free from all kinds of harassment or bullying, whether physical or emotional. Incidents should be reported immediately so that appropriate action may be taken. School officials recognize the sensitivity of these situations and will respond with discretion, respecting the needs of all parties involved.

### **SOCIAL RESTRICTION POLICY**

If students are unable to cooperate with the school hands-off policy, they will be placed on Social Restriction (social) for a specified time decided on by Ad Council. Students are expected to be in areas that are open and supervised or in their respective dormitories. If found to be otherwise, this may warrant social or other further discipline. The staff member observing the problem will put the individuals on social at the time the incident takes place. A member of the administration will convey the disciplinary decision to the students in regards to duration of social or any other further discipline.

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 payment of the charges.

### **LOCKER SEARCH AND LOCKS**

Highland Academy reserves the right to search any student locker at any time deemed necessary. Students can rent approved locks from the Business Office. The school will provide a combination which will be on file. Other locks are not permitted.

### **FOOD POLICY**

No food (including chewing gum and candy) or drink (besides water) is allowed in classes or public areas of Ray Hall and Ponce Hall, or in the church.

## **TECHNOLOGY POLICIES**

Highland Academy has adopted the following policy for students' computers, tablets, personal listening devices, and phones (devices) due to the realization that the lines defining digital devices continue to blur.

### **DIGITAL DEVICE USAGE**

#### **Assembly & Religious Functions**

No devices are to be in use at Assembly or any religious meetings.

#### **Administration Building**

During the school day (end of breakfast to beginning of supper), devices are only allowed in the Media Center, Student Center, or in a classroom at teacher discretion. Devices must be muted, and headphones are not allowed.

#### **Dorms**

Devices are allowed in the dorms, ceasing at lights out. Any games must be rated E and must be in line with our school philosophy and SDA principles. Devices usage and viewing is at the discretion of the dean. Devices must be muted unless headphones are used. Refer to the dorm handbooks for additional information for dorm students.

#### **Work Areas**

No devices are allowed at workplaces except for work-related communication as approved by the work supervisor.

## Recreation

Devices are allowed with headphones while working out in the weight room, and while walking or jogging around the circle.

## Transportation

Devices are allowed with headphones only at sponsor discretion and must not be heard. Device usage and viewing are at the discretion of the sponsor. Device usage off the vehicle is determined by the trip sponsor.

## SABBATH USAGE

Games and secular music are not allowed during the Sabbath hours.

## CONTENT

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

## DISCIPLINE

Infraction	Disciplinary Process
1st	Write-up; Device confiscated, returned at same time next business day
2nd	Write-up; Device confiscated, returned by the Principal after 7 days
3rd	Write-up; Device confiscated for 30 days
4th	Write-up; Device confiscated permanently; student disallowed usage for the rest of the year

**Please Note: Any of the above infractions apply whether or not the device in question belongs to the holder.**

## COMPUTER/NETWORK USE POLICIES

Highland Academy owns, maintains, and operates the information system available in the school. These resources are provided for school purposes specifically.

## GENERAL

The use of school equipment or resources for anything of an illegal or harassing nature is expressly forbidden. Also, use for anything inconsistent with or contrary to the goals, objectives, and standards of this school 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 the right to monitor, intercept, and read the contents of anything stored or transmitted using school equipment. This is 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 considered to be school records.

Reasonable and prudent use of computer resources for non-work-related activities, after hours, and in accordance with the operational goals of Highland Academy 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.

### **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 unauthorized software on school equipment is expressly prohibited and is grounds for disciplinary action.

### **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. Following are examples of acceptable use:

- 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:

- Undermining the religious aspects of Highland Academy
- Sending or forwarding chain e-mail (i.e. messages containing instructions to forward the message to others)
- Conducting a personal for-profit business with school resources
- Transmitting any content that is offensive, harassing, or fraudulent
- Accessing or attempting to access blocked sites
- Accessing or attempting to access any files that don't belong to you, unless they are indicated for general use
- Altering computer hardware or configuration settings in any way, without the express permission of a staff member

## MEDIA CENTER POLICIES

The media center is to be used for studying, reading, and research. 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:** Class work 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.

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

## CLUBS AND ORGANIZATIONS

### DRAMA CLUB

The Drama Club gives students an opportunity to share their Christian beliefs in a creative manner. The Drama Club will work with Campus Ministries to perform for vespers and Sabbath school and may also tour to perform at area churches.

### GIRLS' CLUB - KAPPA THETA

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

## **GUYS' CLUB - 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.

## **HIGHLAND PACERS**

The mission of Highland's running club is to assist students in discovering the intrinsic value of making healthy choices and to encourage spiritual growth through the avenue of exercise in keeping with Highland's holistic approach to health. The Pacers participate in an exercise program that provides opportunities to train, participate in running events, and build friendships among members. Members are expected to participate in meetings and events when possible.

## **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 are eligible for membership based on the following criteria:

### **A. Scholarship**

- Minimum of 3.5 cumulative and current GPA
- Must qualify for Honor Roll  
(No grade lower than C the previous semester)

### **B. Leadership**

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

### **C. 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.

### **D. 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 qualities of behavior, showing courtesy, concern and respect for others.

New members will be selected from the eligible pool by the NHS Faculty Committee. Members who don't maintain these standards may 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.

## **OUTDOOR CLUB**

The Outdoor Club is for those who love all things outdoors and exploring God's Second Book. We offer activities for all levels of outdoor enthusiasts. There will be minimal dues at the beginning of the year to cover the cost of club t-shirts. Each trip will have a small fee to cover costs and members may pick which activities they want to participate in. Join us—learn new skills and make incredible memories!

## **STEM CLUB**

The purpose of the STEM Club is to provide a variety of educational enrichment opportunities for students in the areas of science, technology, engineering, and math. Meetings will regularly be Sunday morning at 10:30.

## **SPANISH CLUB**

The purpose of this club is to expose members to different Hispanic cultures and practices while giving them a chance to learn and use basic language skills. Members take part in fun activities, fund-raisers, and an annual fiesta. Meeting attendance is required.

## **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 activities.

## **YEARBOOK CLUB (CHIMES)**

The Chimes is the school's 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. The Editor and the Assistant Editor positions will be paid by Highland Academy, chosen by the Yearbook Advisor and Work Coordinator.

## **STUDENT LEADERSHIP**

The training of students for leadership is an important part of the program of Highland Academy. The faculty seeks 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, Chimes, Band, Choir, Gymnix and other school clubs and organizations. Leadership in the Student Association is selected through a campaign process and sponsor appointment. 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 GPA, citizenship, and active participation in the office in question. Student officers must not meet only the requirements to be approved; they must also continue to meet the requirements during the term of office.

## STUDENT OFFICES

### Student Council

#### **Purpose:**

- To act as a liaison between the student body and faculty by considering and fielding policy changes and providing input on programming or student concerns.

#### **Composition:**

- Class Presidents (4 Students)
- Elected Class Representatives (4 Students)
- Guys' Club & Girls' Club Presidents (2 Students)
- Faculty Sponsors

Student Council members are responsible for electing students to serve as President and Secretary from within their group composition.

### Student Association (SA)

#### **Purpose:**

- To plan events to increase school morale and spirit throughout the year
- To plan fund-raising opportunities to help offset the expenses of planning events/activities
- To inform the student body about upcoming events

#### **Composition:**

- 5 Students (3 students elected at-large from the student body; 2 students appointed by SA sponsors)
- Faculty Sponsors

#### **Election Process:**

Students interested in being selected for inclusion on the Student Association must meet the following requirements:

- Confirm their eligibility to hold office via the Registrar and notify the SA sponsor of their intention to seek office by the announced deadline.
- Prepare their campaign speech and communicate their intentions to run for position to the student body (approved posters, speech, etc.)
- Deliver a campaign speech highlighting why they are interested in serving on the Student Association.

Once SA members are elected, the SA team and their sponsors will hold elections amongst themselves to designate officers.

## Class Offices

### **Purpose:**

- To help facilitate in the planning and execution of class meetings, events, and fund-raisers
- To serve on the Student Council (Representative Offices marked with asterisks)

### **Composition:**

- President\* (Major Office for junior and senior)
- Vice President (Secretary/Treasurer)
- Pastor
- Student Council Representative\*

## **ELIGIBILITY REQUIREMENTS**

### **Student Council, Student Association, and Class Offices**

#### **Major Offices:**

- Senior Class President
- Junior Class President

In order for a student to be eligible to run for a major office, the student must have a 2.5 cumulative GPA with no “F’s” for the previous semester. In order to preserve the office, the student must maintain a 2.5 GPA with no “F’s”.

In order for a student to be eligible to run for a minor office the student must have a 2.0 cumulative GPA with no “F’s” for the previous semester. In order to preserve the office, the student must maintain a 2.0 GPA 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 any eligibility to run for any other office/s) for that school year.

Students seeking to hold an elected office should recognize the responsibility and commitment associated with their elected positions. If students holding office fail to meet their responsibilities, including regular attendance at organizational meetings, the organization sponsor may choose to remove the student from office.

### **Other Organizational Offices**

Includes all organizations outside of Student Association, Student Council, and Class Organizations.

In order to help organize, plan, and facilitate organization events, individual groups are permitted to determine the leadership positions that best suit each group’s needs. These offices and responsibilities will be determined by Organization Sponsors and will be communicated to the group. The office eligibility requirements and process of selection will be determined by organization sponsors.

## RECREATION INFORMATION

During the school year, students will have the opportunity to be involved in several sports intramural programs. These may include (but are not limited to) softball, football, volleyball, basketball, dodgeball, floor hockey, and soccer. Highland encourages full student body participation no matter a student's skill level.

The purpose of the intramural sports program is to provide opportunities for students, faculty, and staff to actively engage in activities involving sport, recreation, and play while providing structure for an experiential education.

The objectives of the intramural program are as follows:

- To provide opportunities to actively engage in programs and activities promoting an enhanced quality of life.
- To provide wholesome and healthy activities for recreation and relaxation from normal school or work activities.
- To provide opportunities for personal development in leadership, teamwork, and overall positive sportsmanship habits.
- To provide an opportunity to make social contacts and friendships which could not readily be developed in the classroom.

Any injuries occurring during recreation are to be reported immediately to the faculty member present. An accident report must be filled out in the business office by the supervising faculty member.

Appropriate dress for recreation activities is listed in the "Dress Code Policies" section of this Handbook. Shoes are required at all recreation periods and activities. Proper safety equipment must be worn at all times when riding bicycles, skateboards, or when directed to do so by a staff member.

## MUSIC PHILOSOPHY

We at Highland Academy seek to maintain a high standard that brings honor and glory to God. 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. As followers of Jesus Christ who hope and expect to join the heavenly choirs, we view life on this earth as a preparation for, and foretaste of, the life to come.

Music which is to be performed or played during programs must be approved by the principal prior to the event.

## 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.

Copies of the menus are available to students and/or parents.

Village students are permitted to eat cafeteria food **only** if they have purchased a meal card. Meal cards must be signed for each cafeteria meal. Village students may bring a sack lunch from home and eat it in the cafeteria if they choose. However, eating off of another student's tray or taking food which has not been signed for is prohibited. The offending student will, at minimum, be asked to sign for a meal. Meal cards are sold in counts of ten (10) meals per card (at \$5.00 per meal). Unused meals will be credited back at the end of the school year.

The Highland Academy Cafeteria does not provide meat or caffeine products.

## DORMITORY STUDENTS

### SUGGESTIONS ON WHAT TO BRING

- Bible
- Bedding and pillows for twin size mattress
- Hand and bath towels, washcloths
- Bathrobe and shower shoes
- Shower basket (for transporting toiletries to and from the bathroom)
- Toiletries
- Clothing and shoes for current season (space is limited)
  - Church, work, school, bathing suit, rain gear, etc. (see dress code pgs. 36-38)
- Waste basket and trash bags
- Cleaning supplies (vacuums provided)
- Laundry detergent, softener, etc.
- Dirty clothes hamper and/or laundry basket
- Poster putty
- Appropriate pictures, posters, or other wall hangings
- Alarm clock
- Microwavable bowl, plate, and silverware
- Water bottle

**Dorm students are encouraged to keep their rooms locked at all times. Highland Academy does not assume any responsibility for student belongings.**

Students are permitted to bring computers from home for their dorm rooms; however, speakers are not allowed to be hooked up to the computer. Games must be rated E for everyone. Device usage and viewing is at the discretion of the dean or supervisor. Music must be in keeping with Christian standards and not undermine school values. 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**

- Room decor will be in keeping with SDA standards and should not undermine school values: nothing dark in content, no beer or drugs, all individuals portrayed should be appropriately dressed, etc.
- Pictures and other room decorations are to be hung by poster putty **ONLY**.
- Students may not use road, traffic, or governmental agency signs as decorations.

### **FURNITURE**

- All furniture is to remain stationary as designed and in its assigned room. This includes mattresses.
- Please do not bring additional furniture or mattresses without permission from the dean. It is the student's responsibility to store personal belongings for the next year somewhere other than in the dorm.

Students will be charged for any damage done to dormitory furniture, walls, or other room fixtures.

If proper sign out and cleaning procedures are not followed when the student has finished use of his/her room, the room deposit will not be returned and other penalties may be incurred.

### **HOME LEAVES**

(See Home Leaves under "Financial Information" section) Seven weekend leaves or vacation periods are scheduled for each school year. Students must notify their dean of their home leave plans prior to the beginning of leave. Students wishing to visit a home other than their own home must have a written and signed invitation from the home to be visited as well as written and signed 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.

When students come back on campus at the end of home leave, they must check into the dorm, 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 off campus, they must contact their residence dean.

Any time a student goes off campus with someone other than his/her parents/legal guardian, written communication must be received ahead of time to that effect, regardless of whether the student is going to his/her own home or another student's home.

### **SIGN OUT POLICY**

Dorm students must notify the dean anytime they wish to leave campus. The dean will approve the leave if they are leaving with their parents, a staff member, or if the adult is on the student's sign out list. The same adult must sign the student(s) back in. Anytime dorm students leave from, or return to, the dorm, they must be in school dress code. On school nights, students need to plan on returning to campus by dorm worship.

### **OVERNIGHT**

Students cannot be signed out overnight during a school night (Sunday - Thursday) unless leaving with a parent.

### **WEEKENDS**

Dorm students may leave campus on open weekends if there are no required activities or obligations. If a student has a registered car on campus, they may drive themselves home. Students that live in the same area may carpool home together. Parents must provide written parental permission for their student to be brought home with a student driver.

If students are wishing to visit someone else's home other than their own, they must have a written invitation from the home they are wanting to visit and written permission from their parents. The driver must not be a student, but must be 21 years of age or older and on their sign out sheet. Students need to be signed back in to campus on Sunday night in time for dorm worship.

If a dormitory student has signed off campus for the weekend but comes to the Highland SDA Church on Sabbath, the student must abide by all school policies during this time.

When signed out, returning to campus for any reason nullifies the sign-out and the student is considered to have returned from their leave. The adult in charge of the leave must sign the student back in and re-request to sign the student back out, should the need arise.

### **CLOSED WEEKENDS**

Closed weekends are scheduled for weekends with special programs to encourage all students to attend and participate. During closed weekends, dorm students are not permitted to sign out overnight, and must be present during all required activities. An exception to this is if a parent picks the student up after prior Ad Council approval.

## **OFF CAMPUS WITH A PARENT**

Parents may take their own students off campus provided this is arranged with the dormitory dean. When written 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**

- The arrival of parents or relatives on the campus in no way changes or nullifies the rules.
- NO visitors are allowed in the residence halls overnight unless they have checked with the dean in advance.
- All visitors need to check with the dean first before going to a student's room.
- No pets (i.e., dogs, cats, birds, etc.) other than fish are allowed in the dorms.

## **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:

- No vehicles without application and approval.
- 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.
- 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.
- The cars are not to be lent.
- Cars must be registered and insured, and all keys left with the respective dean.

## **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.

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

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.

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 front campus in the student's 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. Once on campus for school or work during the school day, all students must sign-out before leaving campus and sign-in upon return. Students may be required to turn their keys into the Business Office when they arrive on campus.
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 for a meal period. Meal periods are defined as the time from the end of the student's class prior to lunch or supper being served on campus through the beginning of the student's first class after lunch or supper is served on campus. Please refer to #5 for sign-out/sign-in procedures.

If a student leaves campus without permission, the school will attempt to telephone the student. If the student cannot be reached, the school will notify the parents. Students may be subject to additional disciplinary action.

## SCHOOL SUPPLIES

Following is a list of suggested school supplies that your student may need while studying at Highland:

- Pencils
- Pens
- College ruled paper
- Notebooks
- Folders (for each class)
- Calculator (see note on page 26 for type)
- Protractor
- Clothes for P.E.
- Flash drive

Items needed for specific classes:

Chemistry:	Scientific calculator (required)
English Classes:	One-subject spiral notebook for journaling
Math Classes:	Notebook, loose-leaf college ruled paper, pencils
Algebra I:	Scientific calculator, graphing paper, composition notebook
Algebra II:	Scientific calculator Desmos app on a smart phone (recommended)
Calculus:	Scientific calculator (recommend
Geometry:	Compass, ruler, protractor, Scientific calculator, graphing paper, composition notebook
Senior Math:	Three ring binder (1" +), 10+ dividers, Scientific calculator
Pre-Calculus:	Desmos app on a smart phone (recommended)
P.E. I:	Softball glove Cleats (recommended/but not required)
P.E. II:	Mountain bike (not required, only if you have your own) Disc golf discs (not required)

Please see pages 50-51 for suggested dorm items.



The mission of  
Highland Academy  
is to develop Christ-like  
characters and lifelong  
learners.